

Cash Focus and Xero integration

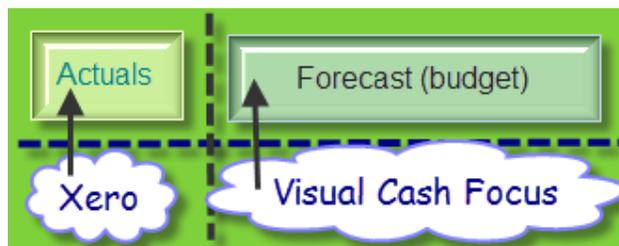
How to import data from Xero into Visual Cash Focus

Introduction

Xero and other accounting packages store the historical data of the business (“**Actuals**”). They are the financial transactions that have already occurred.

Visual Cash Focus forecasts the budget for a business or entity. It organises the financial transactions that are expected to occur over the next year (or more). It also reports actual performance versus the budget.

Xero and Visual Cash Focus combine to give you a full picture of your business.



As shown in the diagram above, Xero can be interrogated and asked to supply its Actual data to Visual Cash Focus.

Cash Focus Integrator

Visual Cash Focus has an *Import from Xero* option. It extracts Actuals from Xero. We show how to use the Cash Focus Integrator below.

Note: Nothing is written to Xero; rather Xero is asked for Actuals and these are imported into Visual Cash Focus.

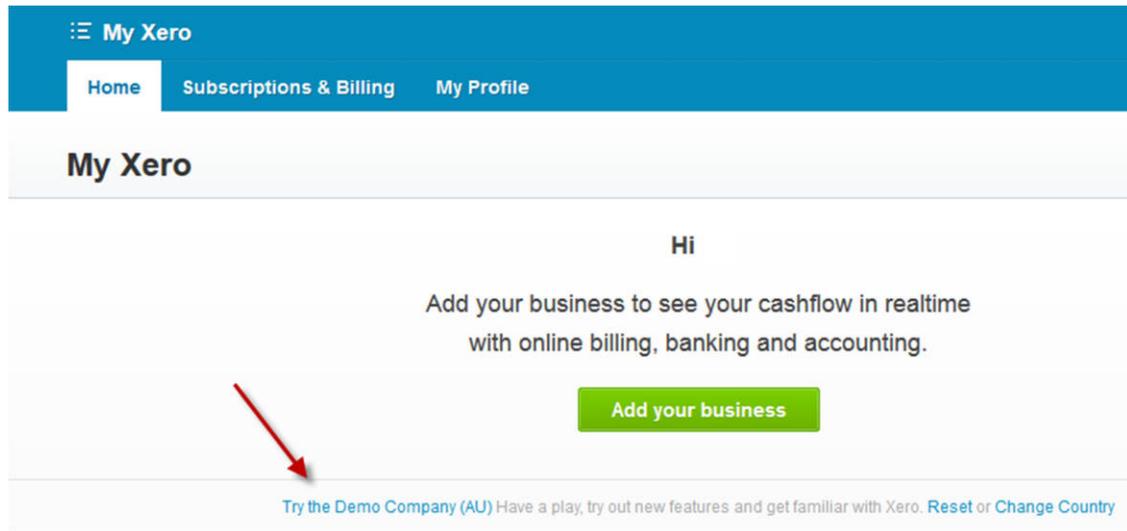
Getting started with Xero

If you are a Xero user and already have company data, you are good to go.

Setting up a Xero account (for a new Xero user)

If you do not have a Xero account, go to www.xero.com and signup for a free trial. Xero will send an email asking you to verify your account. Once verified and have entered a password, you are ready to start.

Tip: If you are just beginning with Xero, use the Demo Company within Xero for testing (see below).



You can import these from a Xero company:

1. The Xero accounts
2. Xero amounts (or "Actuals").

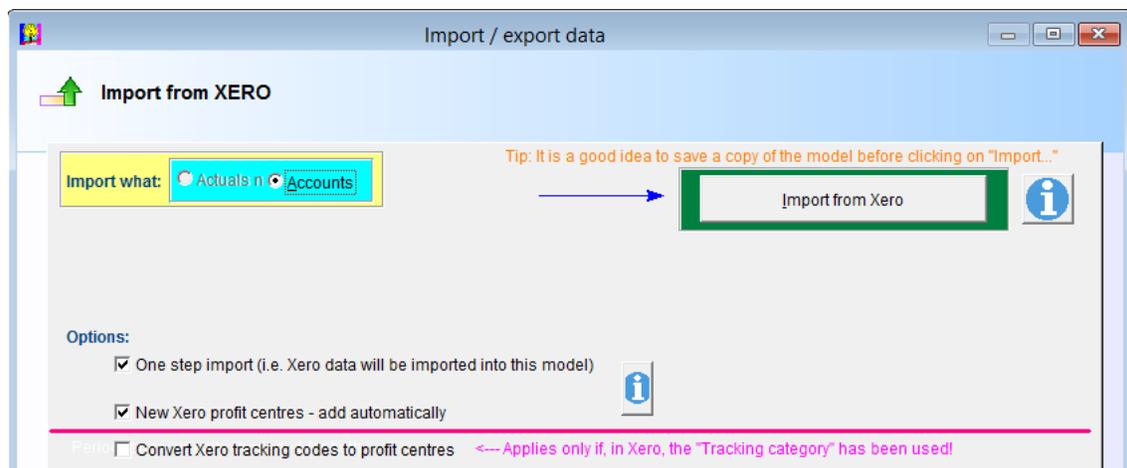
How to import data from Xero into a Visual Cash Focus model:

The advantage of the new Cash Focus Integrator is that it will automate the import of data from Xero for you. Before you start working on your existing model, we suggest you try the techniques we give below so you can see how the Integrator works on test models.

Importing Xero accounts

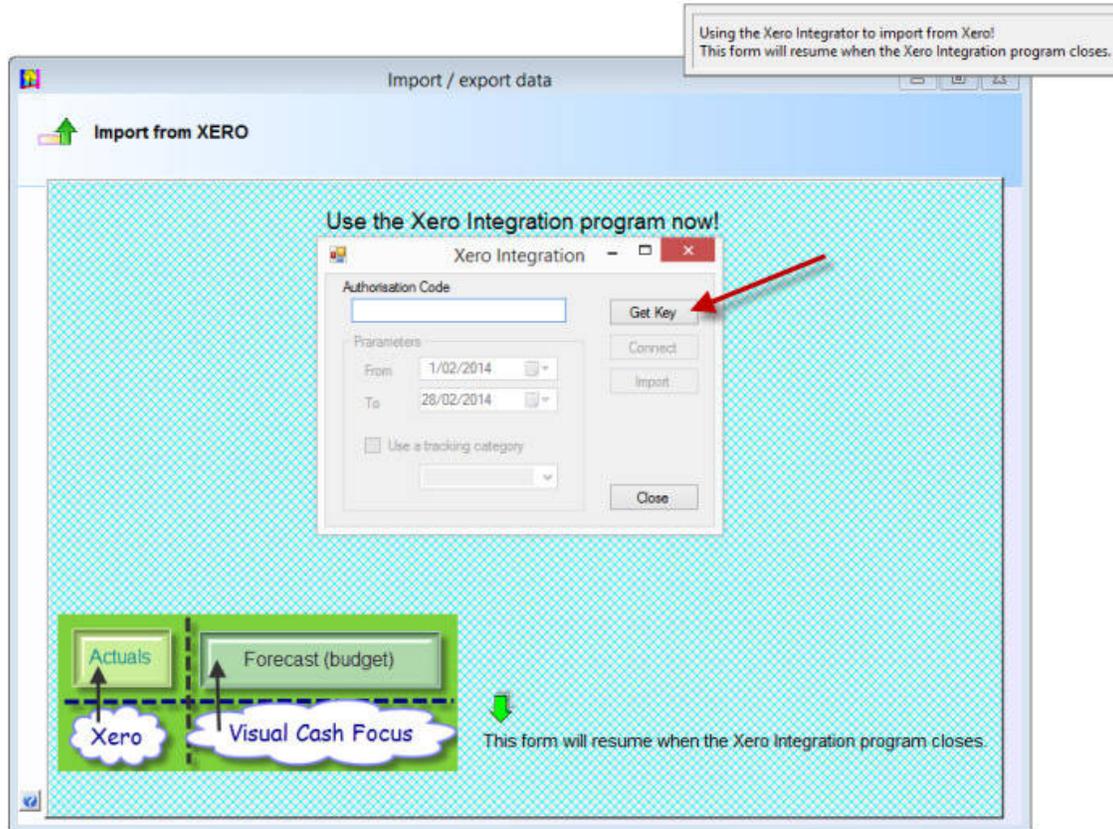
Start a new model in a Visual Cash Focus model and get to the map. From the *File* menu, choose *Export / Import* and then choose *Import from Xero*.

You see a form similar to this:



As the Visual Cash Focus model is new, it has no data and hence no actuals. At the top Accounts is selected. Leave everything at its default setting and click *Import from Xero*.

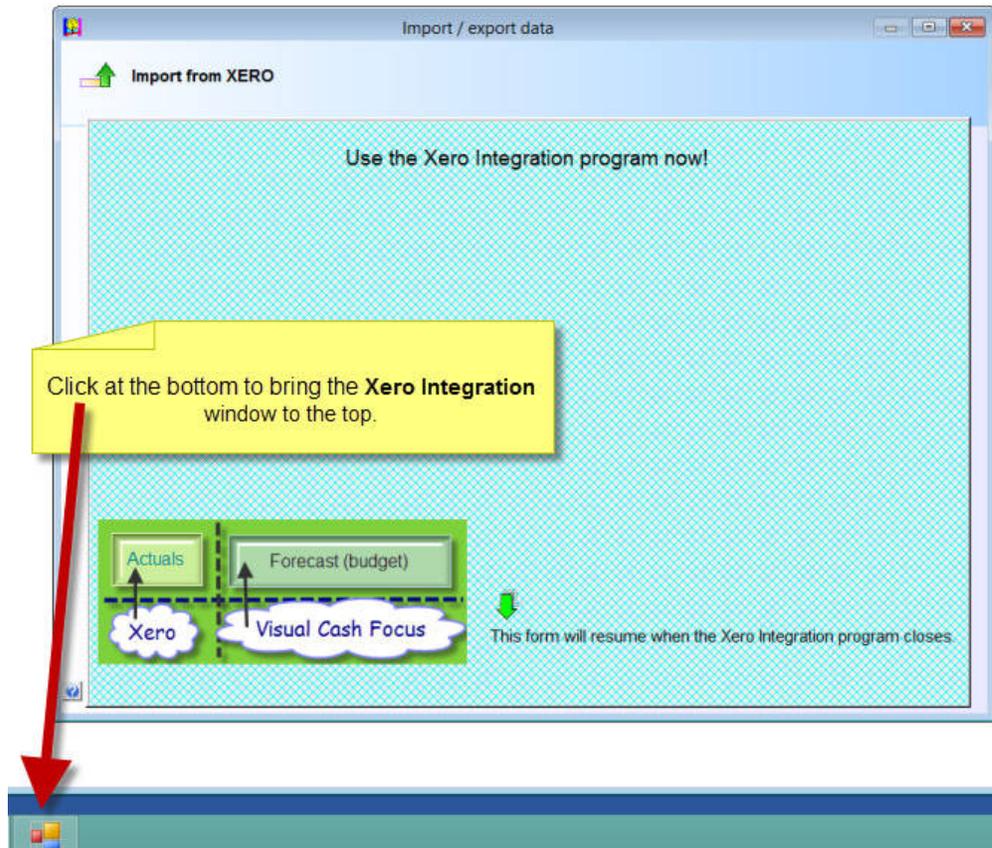
You see a form similar to this:



This form will be used to talk to Xero. Click on *Get Key*.

Tip:

- The little Xero Integration window shown above is actually a separate application. The Visual Cash Focus application waits for that window to close before continuing.
- If you click out of the Xero Integration window, you can always return to it by clicking on its icon at the very bottom of the screen (shown below).



After clicking *Get Key*, there is a short wait while your browser opens. It asks you to login to your Xero account. (You may not see this step if you are already logged in).

A screenshot of the Xero login page. At the top is the Xero logo. Below it is the heading "Welcome to Xero". A message box says: "To authorise the application Cash Focus Integration, simply login to your Xero account...". Below this is a login form with two input fields: "Email" and "Password". A blue "Login" button is at the bottom of the form.

Enter your Xero email and password and click login.

You will be asked to Authorise access to your Company data. Choose your company e.g. Demo Company and click *Authorise*.

Authorise Application

Cash Focus Integration (<http://www.cashfocus.com>) is requesting access to your Xero data.

Please select which organisation **Cash Focus Integration** can access:

When authorised, you are presented with the Xero code, like this (code is highlighted below in yellow):

Cash Focus Integration is now enabled

To complete the authorisation go back to Cash Focus Integration and enter the following code:

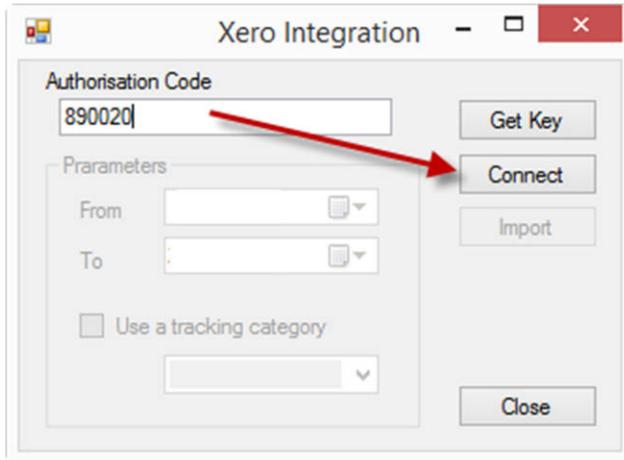
890020

This code is needed, so double click it and then Copy (i.e. Ctrl +C).

Now click on the little Xero Integration icon at the bottom of the screen.



Paste in the number (Ctrl+V) into the Authorisation Code field:

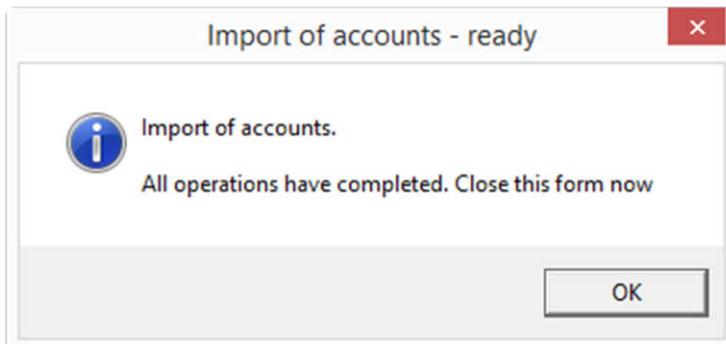


The next step is to Connect, so click *Connect*.

After connection has been established, the Import button becomes available. Click *import*.

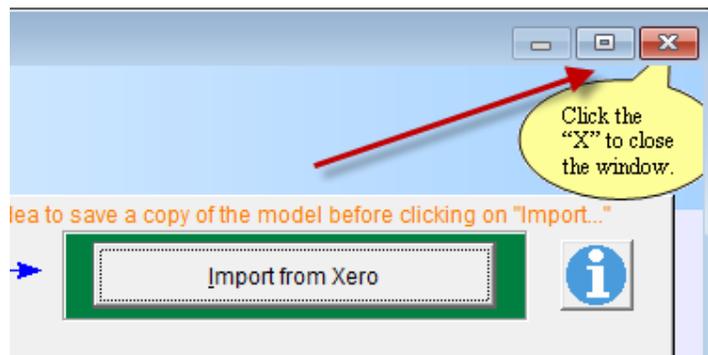
After processing, the Xero Integration form closes. Click on the Visual Cash Focus icon at the bottom of the screen and return to the Visual Cash Focus application.

You will see the ready message.



Click *OK*.

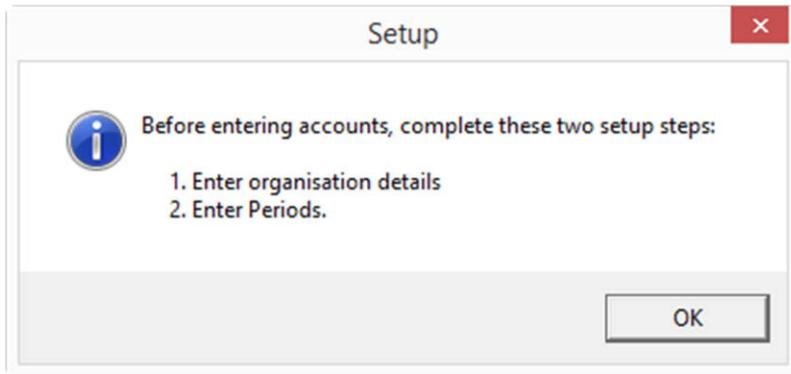
Close the Import form with the little red close window icon.



You are now at the map.

View Xero accounts in Visual Cash Focus

If you click on *Accounts and budgets*, it tells you:



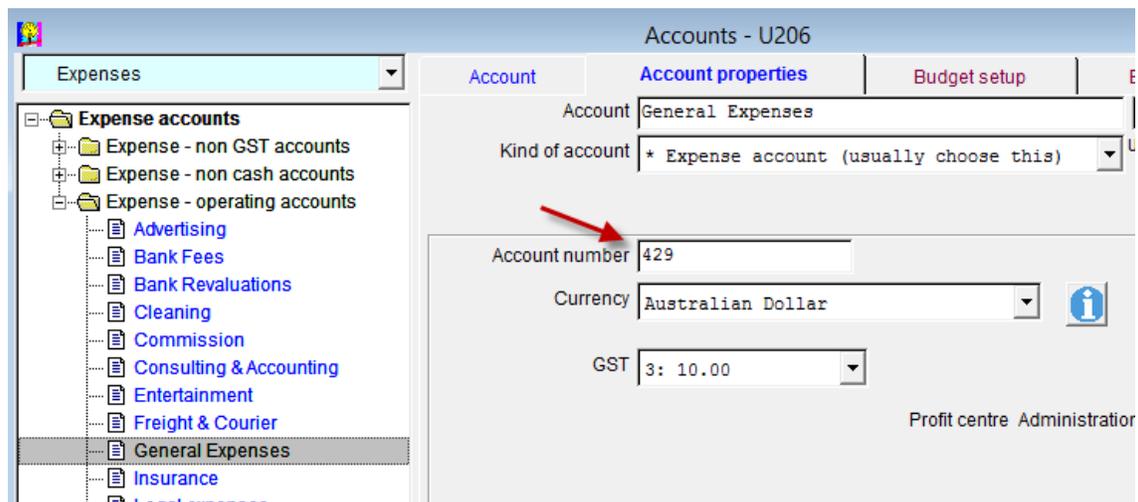
Do this:

- Go to organisation details and change the opening balance sheet date to the end of last month.

For example, if today is 14th February, change it to 31st January. (Note: you should use the date you are reading this note as your reference – we want the prior month end. If you are reading this in May, the date wanted is April. Usually this can be anything, but we will use the end of last month date a little later in this example).

- Go to periods and add 15 months.
- Click on Accounts and budgets.

You see all the accounts from Xero, numbered with the Xero account number:



Summary: we successfully imported Xero accounts into a new Visual Cash Focus model.

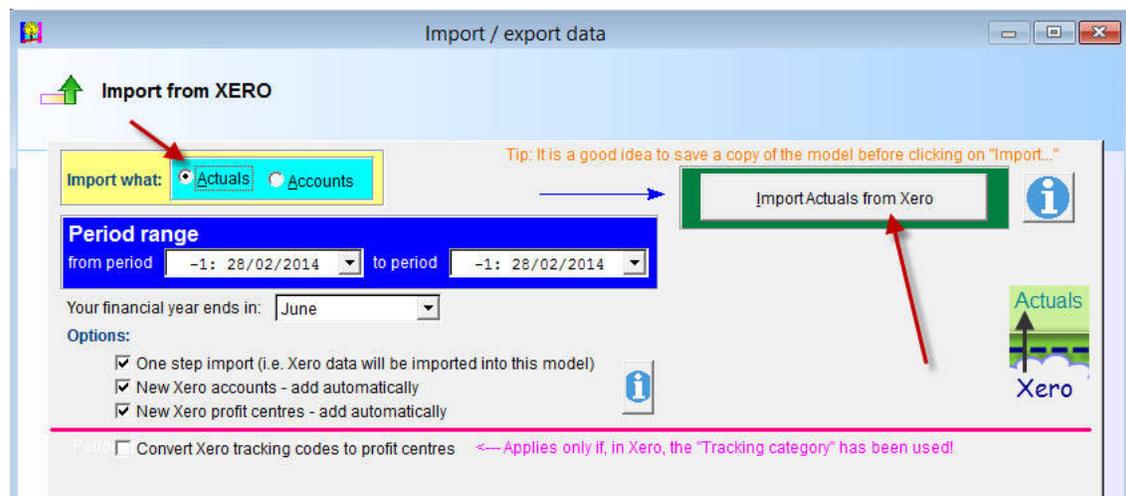
Importing actuals

As we saw above, this model is not yet ready to import data from Xero, because it has no Actuals. Xero data is "Actual" data, so we need to make room for it in Visual Cash Focus by doing a Rollover.

On the map click *Rollover*. Leave the default at 1 and click *Do the Rollover*. Click *Yes* or *OK* on any messages. You will be back at the map. You have made place in Visual Cash Focus for Xero Actuals. So import them now using the instructions below:

From the *File* menu, again choose *Export / Import* and then choose *Import from Xero*.

This time Actuals is available and selected. Also period -1 is suggested.



Leave all the items at their default values and click *Import Actuals from Xero*. Follow the same procedure as outlined above:

1. Get key
2. Paste in the key.
3. Connect.
4. Import.

When done, you see the ready message.

Click *OK* and close the form.

From the map, go to *Results - view*. On the Profit and loss page click *Actuals*.

You see the Actual data has been imported into Visual Cash Focus.

Results

View results

Financial walk (From P&L)

Profit and loss Balance sheet Cash flow

Actuals

| | | | |
|-------|---|----------|--|
| | | (-1) | |
| 15:18 | 13/02/2014 Profit and loss | | |
| | Sales accounts | | |
| | Sales | 9,220.05 | |
| | Total Sales accounts | 9,220.05 | |
| | Direct costs/COS accounts | | |
| | Cost of sales (general) | | |
| | Cos Expense - non cash accounts | | |
| | Depreciation (COS) | | |
| | Write-Off Intangibles (COS) | | |
| | Total Cos Expense - non cash accounts | 0.00 | |
| | Cos Expense - operating accounts | | |
| | Purchases | 763.64 | |
| | Total Cos Expense - operating accounts | 763.64 | |
| | Total Direct costs/COS accounts | 763.64 | |
| | Operating Gross Profit | 8,456.41 | |
| | Finance accounts | | |

Go to the Balance sheet page, click *Actuals*. You see the Actual data from Xero has been imported into Visual Cash Focus.

Note: The Opening balance sheet has been filled in with an opening retained income value and a balancing entry. When you are working with your own data, you will already have supplied the opening balance sheet information.

Notice that the last line of the balance sheet is Balances. This should be zero if the opening retained income is correct and the Xero amounts have been imported correctly into Visual Cash Focus.

Importing the chart of accounts and actuals in one step.

Try this. Start a new model. As you did before, go to Organisation details and change the opening balance sheet date to the end of last month. Then go to periods and add 15 months.

On the map click *Rollover*. Leave the default at 1 and click *Do the Rollover*. Click *Yes* or *OK* on any messages.

From the *File* menu, choose *Export / Import* and then choose *Import from Xero*.

This time we will not first import the Xero accounts and then the actuals. Instead this time import both the accounts and actuals in one step.

Actuals should be selected, and the checkbox *Add any new Xero accounts* should be checked.

Leave all the items at their default values and click *Import Actuals from Xero*. Follow the same procedure as outlined above.

1. Get key
2. Paste in the key.
3. Connect.
4. Import.

When done, you see the ready message.

Go to *Results - view*. On the Profit and loss page click *Actuals*. You will see that the accounts are here plus actuals from Xero have been imported into the software.

This is useful when importing actuals into your own models. Any new accounts that were added into Xero are automatically downloaded into Visual Cash Focus during the import of Actuals.

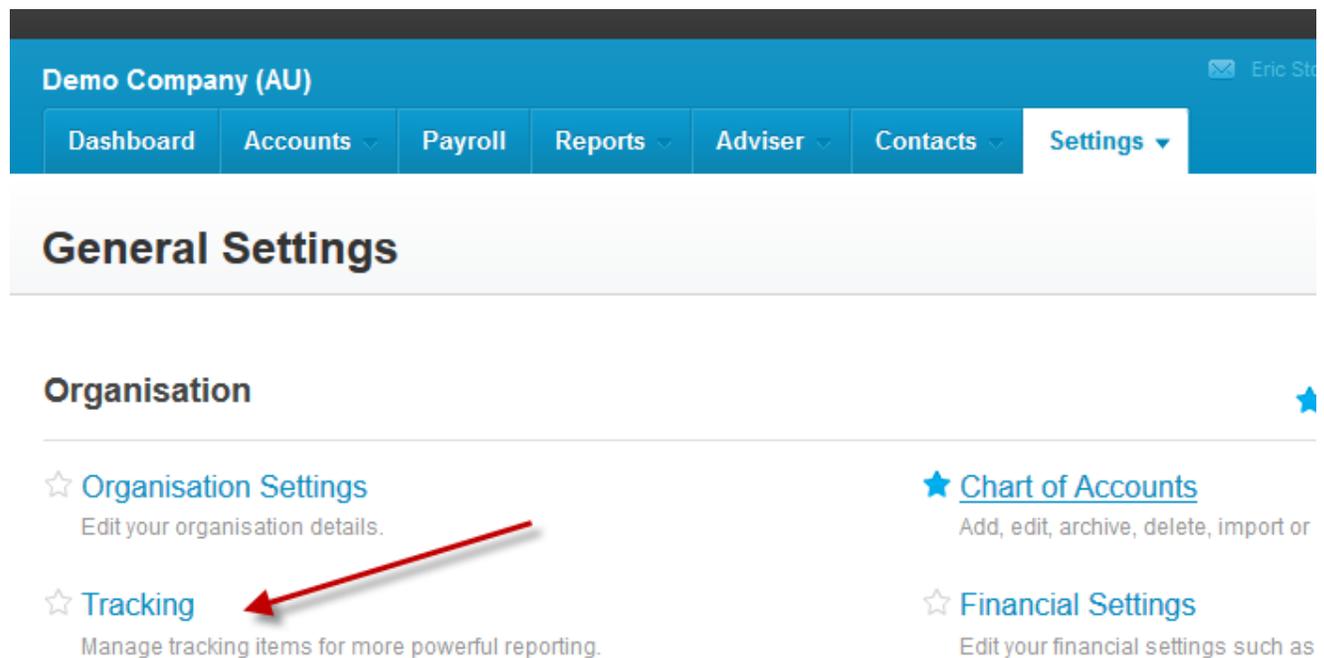
Profit centres

If you have the Gold edition or better of Visual Cash Focus, and work with Profit centres, you can set up Xero to also use Profit centres.

How to setup Profit centres in Xero

This paragraph is for new Xero users who have not yet implemented tracking codes in Xero. (if you already know this, read on to see how these are imported into Visual Cash Focus).

In Xero, go to *Settings*, then *General Settings*. Choose *Tracking*.



The screenshot shows the Xero software interface. At the top, there is a blue navigation bar with the text "Demo Company (AU)" on the left and "Eric St" on the right. Below the navigation bar, there are several menu items: "Dashboard", "Accounts", "Payroll", "Reports", "Adviser", "Contacts", and "Settings". The "Settings" menu is expanded, showing "General Settings". Below "General Settings", there is a section titled "Organisation" with a blue star icon on the right. Under "Organisation", there are four options, each with a star icon and a description: "Organisation Settings" (Edit your organisation details.), "Chart of Accounts" (Add, edit, archive, delete, import or), "Tracking" (Manage tracking items for more powerful reporting.), and "Financial Settings" (Edit your financial settings such as). A red arrow points to the "Tracking" option.

Click *Add tracking category*:

The screenshot shows the Xero interface for 'Demo Company (AU)'. The top navigation bar includes 'Dashboard', 'Accounts', 'Payroll', 'Reports', 'Adviser', 'Contacts', and 'Settings'. The 'Settings' menu is open, showing 'General Settings' and 'Tracking'. The 'Tracking' section has a green header 'Getting Started With Tracking' and a text block explaining tracking. Below this, there are three bullet points with green arrows: 'Enter a tracking category name...', 'Now when you enter each transaction...', and 'Run reports in Xero...'. A red arrow points to the '+ Add Tracking Category' button. Below the button is a 'Region' input field. At the bottom, a preview of a tracking category shows 'Region' as the name and 'Eastside' as an option, both with 'Rename' buttons.

Create a new tracking category name. For this example lets call it **Division** (or profit centre if you prefer).

Tracking category name

Division

Category options

Administration

RSA

UK

USA

Add another item

Save **Cancel**

Under it create the category options shown above (use the *Add another item* if you need more rows).

Using the tracking (profit centres) in Xero.

Here is an example of an invoice:

To: Aardvark Date: 21 Nov Due Date: 30 Nov Invoice #: ORC1044 Reference: Branding: Standard

Currency: AUD Australian Dollar Amounts are: Tax Exclusive

| Item | Description | Qty | Unit Price | Disc % | Account | Tax Rate | Region | Division | Amount AUD |
|--|----------------|------|------------|--------|----------------------|---------------|--------|----------|------------------|
| Soft100 | Soft 100 sales | 1.00 | 2,000.00 | | S-CF - Sales of CF | GST on Income | NSW | Admin | 2,000.00 |
| Soft100 | Soft 100 sales | 3.00 | 5,000.00 | 15.00 | S-ABC - Sales of ABC | GST on Income | North | USA | 12,750.00 |
| Soft100 | Soft 100 sales | 2.00 | 1,500.00 | | 260 - Other Revenue | GST on Income | | USA | 3,000.00 |
| Subtotal (includes a discount of 2,250.00) | | | | | | | | | 17,750.00 |
| Total GST 10.00% | | | | | | | | | 1,775.00 |
| TOTAL | | | | | | | | | 19,525.00 |

Save **Approve** **Cancel**

Notice that because you elected to use a tracking category in Xero, a column becomes available called Division. Use it to assign each line to a tracking category.

Note: If you create more than one tracking code in Xero, you will have more columns to fill in. When you import into Visual Cash Focus, you will select one tracking code and the categories under it will become the profit centres in Visual Cash Focus.

To see profit centres in action, create a new invoice in Xero dated today. Add some lines and assign them to one of the items under Division.

Importing Xero data with profit centres into Visual Cash Focus

Start a new Visual Cash Focus model. As you did before, go to Organisation details and change the opening balance sheet date to the end of last month. Then go to periods and add 15 months.

On the map click *Rollover*. Leave the default at 1 and click *Do the Rollover*. Click Yes or OK on any messages.

From the *File* menu, choose *Export / Import* and then choose *Import from Xero*.

As you now want to work with the Xero profit centres (tracking codes), click on *Convert Xero tracking codes to profit centres*. Leave all the other settings at their defaults, as shown.

Import / export data

Import from XERO

Tip: It is a good idea to save a copy of the model before clicking on "Import..."

Import what: Actuals Accounts

Period range

from period: -1: 28/02/2014 to period: -1: 28/02/2014

Your financial year ends in: June

Options:

- One step import (i.e. Xero data will be imported into this model)
- New Xero accounts - add automatically
- New Xero profit centres - add automatically
- Convert Xero tracking codes to profit centres** <--- Applies only if, in Xero, the "Tracking category" has been used!

Xero tracking

Choose how to match Xero tracking codes to profit centres:-

Match using profit centre: Description Code

Account numbers

As Xero does not use account numbers for tracking:
Visual Cash Focus will determine the account number.

It will match to the P&L accounts using:

Account number User stem no

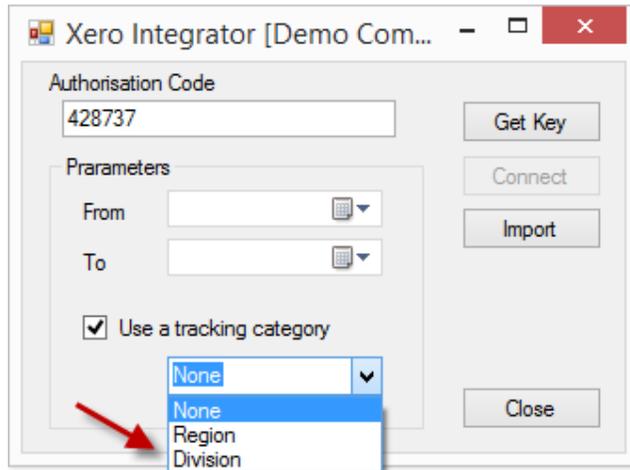
Use all of the account number

Click *Import Actuals from Xero*. Follow the same procedure as outlined above.

1. Get key
2. Paste in the key.
3. Connect.

Now before clicking on Import, click on *Use a tracking category* (see diagram below).

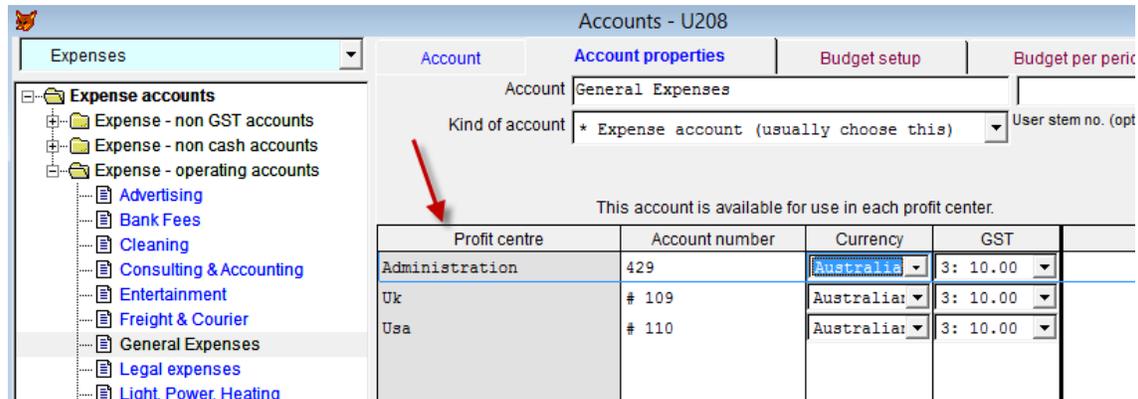
As you are connected to Xero, a list of all the tracking categories for your company is now available. Choose the one that relates to the Visual Cash Focus profit centres. In our example it is **Division**.



4. Now click *Import*.

When done, you see the ready message. All operations have completed. Close this form now.

Now click on *Accounts and budgets*. You see that the profit centres are here and they correspond to the items under Division in Xero.



Note: You will see this if you posted an invoice in Xero that used these profit centres in the month of actuals. (If you do not see them return to Xero and create an invoice as instructed above).

Tip: Xero does not use account numbers for the profit centres. The Xero account numbers are assigned to the Administration profit centre. Visual Cash Focus assigns system account numbers to the other profit centres.

If you prefer to use your own numbering system for these, you can:

- Import the accounts only.
- Add the profit centres yourself into Visual Cash Focus, using your own numbering system.
- Then import Actuals from Xero.

Visual Cash Focus will work with your account numbers and put the Xero Actuals into the correct corresponding account.

Notes:

The Integrator needs to talk to Xero over the internet. This is a legitimate action so, if your system displays a warning message, you should approve the communication.

Very occasionally Xero may not give permission for communication. When this happens, you will see a message. Should this happen, try again in a few minutes.

Suggestion: Print this page to help you use the Xero Integration form. It shows the 6 steps in order.

Six steps for Xero Integration

1. Get key – this starts your browser. It asks Xero for an Authorisation Code.
2. Paste the Authorisation Code.
3. Click Connect.
4. If you use profit centres, click Use a tracking category.
5. Choose a tracking category
6. Click Import.

(If you don't use profit centres, skip steps 4 and 5).

The image shows a screenshot of a web form titled "Xero Integration". The form contains several fields and buttons. Red callout boxes with numbers 1 through 6 point to specific elements: 1 points to the "Get Key" button; 2 points to the "Authorisation Code" input field; 3 points to the "Connect" button; 4 points to the "Use a tracking category" checkbox; 5 points to the tracking category dropdown menu; and 6 points to the "Import" button. A blue arrow points from the "Get Key" button to the "Authorisation Code" field, and another blue arrow points from the "Connect" button to the "Authorisation Code" field. A dashed line is drawn over the "From" and "To" date fields, with a callout box labeled "dates are prefilled". The "Close" button is located at the bottom right of the form.

© www.cashfocus.com

(Ends).