



# Quick Start Guide (Desktop and Cloud)

## Overview

- 4CastPro is essentially a business forecasting, budgeting, consolidation and reporting system.
- It comes with a dummy company called Plantest.acddb that can be referred to as a reference. It also has a full help forum accessible from the main menu and the desktop version has context type help using the  link.
- 4CastPro can be used for monthly or quarterly forecasting/reporting, budgeting or for producing the financials for a 5 year plan (There is a 5 year planning tool under Administration menu).
- 4CastPro is designed to import actuals from your accounting system and it works best when you import your own Chart of accounts.
- It is a database system that records and forecasts TB movements and balances over time. The System can record 12 periods of data (referred to as Time Series) for the past 2 years and up to 6 years forward (The Forecasting Time Series which includes the current year) as well as being able to store 2 budget time series of data to report against.
- Automatic balance sheet forecasting. The Forecasting Time Series can:
  - calculate trade debtors and creditors (by setting days against an account)
  - calculate fixed assets and depreciation (by setting up the FA Matrix)
  - automatically recalculate accounts by setting up methods such as %ACCT or ACCRUE to allow for based on changes to the forecast.
- Budgets for future years are normally set using the Next Year Time Series when towards the end of the current year.

## Create New Company/Initial Sync of your Chart of Accounts

After creating a new company in the Company Manager you will have a company with a default Chart of Accounts.

You can import your Company Chart of Accounts by importing the COA structure from a TB or set of NL movements in xls(x) format that you upload from your computer/tablet. Example NL.xlsx and TB.xlsx files are available to open/download.

(In Cloud version you can upload/download from your computer/tablet.)

All Accounts need to be allocated to a Statutory Accounts TYPE and to a default Management Accounts layout grouping

Both files have the same first 5 columns: ACCT, ACCTName, CC, TYPE, ACCTGPO

CC - Needs to be same as that in 4CastPro eg 001FCT

TYPE - Each account needs to be assigned to a Statutory Accounts type eg INC, COS, OVH (see list below)

ACCTGPO - This is your Management Accounts layout grouping Eg Main Sales, Other Sales etc.

ACCT	ACCTName	CC	TYPE	ACCTGPO	BALANCE	ITYPES	Description
10001	Fixed Property	001FCT	BFA	Fixed Asset Cost	0	BFA	Fixed Asset Cost
10105	Equipment	001FCT	BFA	Fixed Asset Cost	0	BDE	Fixed Asset Accumulated Depreciation
10106	Equipment Accum. Depr.	001FCT	BDE	Fixed Assets Accum. Dep	0	BST	Stock
10201	Office Furniture	001FCT	BFA	Fixed Asset Cost	10000	BBL	Trade Debtors
10202	Office Furniture Accum. Depr.	001FCT	BDE	Fixed Assets Accum. Dep	-2000	BWD	Other Debtors and Prepayments
10205	Office Fixtures	001FCT	BFA	Fixed Asset Cost	0	BCA	Bank
10206	Office Fixtures Accum. Depr.	001FCT	BDE	Fixed Assets Accum. Dep	0	BPL	Trade Creditors
10301	Computer Equipment	001FCT	BFA	Fixed Asset Cost	2000	BWC	Other Creditors & Accruals
10302	Computer Equip. Accum. Depr.	001FCT	BDE	Fixed Assets Accum. Dep	-100	BPT	Payroll Taxes
10305	Telephone Equipment	001FCT	BFA	Fixed Asset Cost	0	BVP	VAT
10306	Telephone Equip. Accum. Depr.	001FCT	BDE	Fixed Assets Accum. Dep	0	BTA	Corporation Tax
10311	Other Office Equipment	001FCT	BFA	Fixed Asset Cost	0	BCL	Dividends Payable
10312	Other Office Equip. Depr.	001FCT	BDE	Fixed Assets Accum. Dep	0	SCC	Loans NP
10401	Company Vehicles	001FCT	BFA	Fixed Asset Cost	0	ESH	Share Capital
10402	Company Vehicle Accum. Depr.	001FCT	BDE	Fixed Assets Accum. Dep	0	ERE	Reserves
10501	Current Bank Ac Bank E GBP	001FCT	BCA	Bank	1070	EPB	P&L b/f
10502	Current Bank Ac US\$	001FCT	SCA	Bank	0	INC	Income
10503	Current Bank Ac EURO	001FCT	SCA	Bank	0	COS	Cost of Sales
10505	Deposit Bank Ac E GBP	001FCT	BCA	Bank	0	OVH	Staff costs
10601	Petty Cash	001FCT	BCA	Bank	0	OVH	Other Overheads
10701	Stock Valuation	001FCT	BST	Stock	0	XCT	Exceptionals
10714	Stock	001FCT	BST	Stock	3000	INT	Interest
10721	Stock Loss/Gain	001FCT	BST	Stock	0	TAX	Tax
10801	Debtors Control - Domestic	001FCT	BST	Trade Debtors	11450	DRP	Depreciation
10802	Rates Inland	001FCT	BST	Other Debtors	0	DRV	Dividends
10810	Factoring Control Account	001FCT	BWD	Other Debtors	0		
10811	Rates Prepaid	001FCT	BWD	Other Debtors	1600		

Go to File-Upload/Import TB The xlsx file needs to be in one of the following 2 formats  
1 TB.xls(x) – Normal year to date TB balances in a single column with named range “TB”  
or

2 NL.xls(x) – Brought forward balances and monthly TB movements in columns named BF, CYFCT\_1, CYFCT\_2 etc with named range “NL”. This is the preferred option as it allows you to import monthly TB movements and bring in a whole year or year to date figures in one go (Last Year and Current Year).

You select the file and click on “Initial Sync TB” or “Initial Sync NL” to initially sync the COA with your underlying accounting system.

You can then select the file and click on “Import TB” or “Import NL” to bring in actual data.

There is a Youtube video on the above on our website or alternatively we can set up a demo for you using your data if you email your TB and an example of your Management Accounts layout.

### **Ongoing TB Importing:**

1 Using Excel’s Query feature you can set-up a refreshable query against your Accounting Systems database (eg using the Sage odbc driver). This would allow you to bring data in each month by refreshing the query and uploading the latest file.

2 Alternatively there is a “**Quick TB Import**” button. This requires a simple xlsx TB with columns headed ACCT(Account code) and BAL(Account balance) on row1 of Sheet1. No named range is necessary

3 You can also enter TB data directly using the TB/Adjts menu item if your TB has few enough accounts.

### **Other Setup Tasks:**

- Goto Administration-Setup: Setting up the Company Name, Year End, Current Year and other assumptions
- Goto Administration-COA: To check your COA and ensure everything is rolling up under correct TYPES and ACCTGP’s
- Goto Administration-P&L Layout: To add a custom structure to your P&L Account eg separate Sales, COS or Overhead sections
- Goto Administration-Companies: Setting up the Companies within a group
- Goto Administration-Departments: Setting up the Departments/Sites within the group
- Goto Administration-FA Matrix: Setting up Fixed Asset Matrix so Depreciation is automatically calculated in your forecast/budget
- Goto File-Company Manager: The Administrator can setup Users and their access levels for a particular company database and create/delete/copy company databases
- Goto Excel-Custom Excel Reporting: Configuration of the offline reporting spreadsheets & writing any reports to cover requirements not covered by the 'canned' reports