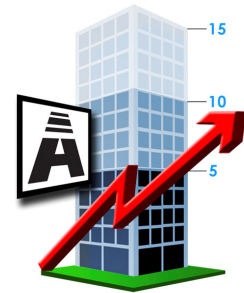


## Acclipse ForecastIT

### Creating forecasts



#### Course objective

Learn how to easily create professional cash flow budgets for your clients based on their historical data.

ForecastIT integrates with your Practice Management system, enabling you to import clients' balances directly from their ledgers. Alternatively you can manually enter the clients' details and account balances. This course is designed to familiarise you with Acclipse ForecastIT tools and functionality, general forecasts, run reports and export to Microsoft Excel for further analysis.

#### Course duration

1 Hour

#### Course content

##### The basics

- Opening ForecastIT
- The ForecastIT layout
- Accessing forecasts
- Understanding file locations

##### Creating a forecast

- Creating a forecast manually
- Creating a forecast by importing

##### Setting up the forecast

- Entering the business details
- Adjusting GST rates

##### Importing and mapping ledgers

- Importing and mapping a new client
- Client mapping options
- Understanding colour coding
- Changing the mapping
- Viewing the mapping

##### Client & forecast details

- Checking or entering business details
- Adjusting taxation
- Viewing the balance sheet

##### Manipulating the balances

- Adjusting individual GST balances
- Adjusting payment / receipt calculations
- Increase or decrease balances manually
- Linking a balance to another account
- Linking a balance to an excel spreadsheet
- Adjusting Taxation rates and balances
- Adjusting income properties
- Adjusting wages, ACC, PAYE and Super
- Adjusting stock
- Manipulating expenses
- Working with assets
- Editing and adding liabilities

##### Reporting and exporting

- Running standard, and assumptions reports
- Adjust report formatting
- Changing page setup
- Modifying report headings & options
- Modifying headers and footers
- Exporting reports to Microsoft Excel
- Exporting general ledger budgets