

# XYZ Model Financial Accounts Generator Plus User Guide

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## Introduction

**XYZ Model Financial Accounts Generator Plus** (XYZ MFAG Plus) is an exciting add-on for the **XYZ Model Financial Accounts Generator** (XYZ MFAG) financial statements preparation tool. This add-on will enable users of **XYZ MFAG** to streamline their financial reporting process.

With a simple-to-use interface, **XYZ MFAG Plus** allows financial information to be mapped to the Input worksheet via a simple point-and-click method. Once the mapping has been set up and saved, financial information can be uploaded to **XYZ MFAG** with the click of a button, enabling last-minute changes to be reflected with utmost efficiency.

## Preparing the Trial Balance

By default, **XYZ MFAG Plus** will pick up a trial balance which has been saved in Excel format (.xls). The following is a sample of how a trial balance file should be set up:

	A	E		D	E
1					
2		<b>No.</b>	<b>Name</b>	<b>Balance</b>	
3		10100	Operating	20,701.19	
4		11000	Trade Debtors - External	200,000.00	
5		11001	Provision for doubtful debts	-15,000.00	
6		11155	Inventory	250,000.00	
7		29110	Trade creditors	-68,246.00	
8		35020	Accruals	-3,399.99	
9		37112	Accrued Expense - Audit	-18,550.00	
10		37113	Accrued superannuation	-2,000.00	
11		37114	Provision for annual leave	-100,000.00	
12		37115	Provision for long service leave	-22,535.00	
13		59000	Issued Capital	-100,000.00	
14		59005	Retained earnings	1,849.19	
15		60220	Sales	-2,000,000.00	
16		60240	Cost of sales	1,500,000.00	
17		60260	Interest income	-2,000.00	
18		62000	AIFRS SLR Income	-1,000.00	
19		83300	Administration / General Expenses	200,000.00	
20		85500	Accounting Fees	3,445.85	
21		87160	Legal & Filing Fees - deductible	75,314.76	
22		87165	Legal fees - non deductible	25,146.00	
23		87171	Entertainment - FBT - deductible	6,454.00	
24		87200	Entertainment - non deductible	14,545.00	
25		88005	Interest Expense - External	14,707.00	
26		89545	Realised foreign exchange loss	15,114.00	
27		89550	Unrealised foreign exchange loss	5,454.00	

**Note:** The default start cell is B3; however, this can be changed within **XYZ MFAG Plus**.

## Getting Started

Click on the *MFAG Plus* button on the *Main Menu* of **XYZ MFAG** to launch the **XYZ MFAG Plus** module.

The screenshot shows the 'Main Menu' of the XYZ Model Financial Accounts Generator 2011. The header includes the Thomson Reuters logo, the product name 'xyz model financial accounts Generator 2011', and the date 'June 2011'. The main content area is titled 'Main Menu' and contains a welcome message: 'Welcome to XYZ Model Financial Accounts Generator. To begin using XYZ Model Financial Accounts Generator:' followed by a list of instructions: 'Go directly to the model you require by clicking the appropriate entity button; or', 'If you are unsure what type of entity your company is, click **Entity Selection** from the menu on the right hand side for guidance.', 'For a step-by-step workflow guide to using the generator click **Step-by-step Workflow** from the menu on the right hand side.', 'Click **User Guide** for further explanation of the functions of XYZ Model Financial Accounts Generator.', and 'You will need the free Adobe Reader to view the **User Guide** and other documents.' To the right of the text is a vertical menu with buttons for 'Open Existing File', 'MFAG Plus', 'Create New File' (with sub-options: Inc. Assoc. (Non-reporting), Inc. Assoc. (Reporting), Large (Consolidated), Large (Single Entity), Not for Profit Entity, Public (Consolidated), Public (Single Entity), Self-managed Super Fund, Small, Unit Trust (Non-reporting), Unit Trust (Reporting)), 'Step-by-step Workflow' (with sub-options: Entity Selection, User Guide), 'About Thomson Reuters', 'About Moore Stephens', 'Other Products', and 'Disclaimer'. The footer features the Moore Stephens logo and an Adobe Reader icon.

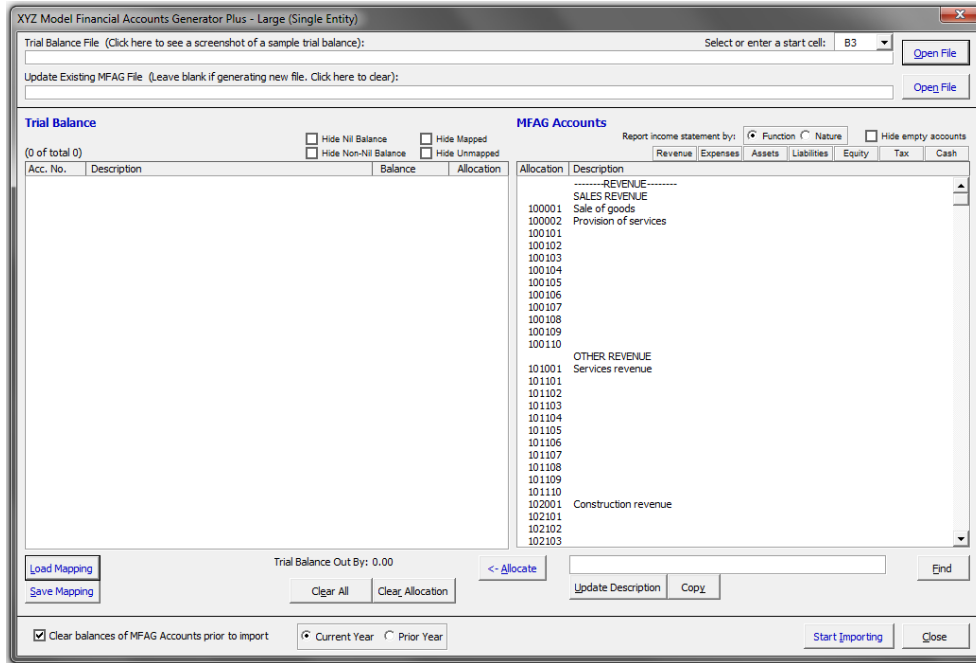
The **XYZ MFAG Plus** module contains a list of available **XYZ MFAG** templates to map your trial balance into.

The screenshot shows the 'XYZ Model Financial Accounts Generator Plus' interface. The header includes the Thomson Reuters logo, the product name 'xyz model financial accounts Generator 2011', and the date 'June 2011'. The main content area is titled 'XYZ Model Financial Accounts Generator Plus' and contains instructions: 'To begin using XYZ Model Financial Accounts Generator Plus:' followed by a list of steps: 'Select an appropriate entity by clicking the buttons on the right', 'Open your trial balance Excel file (to view a sample of the trial balance file click on the tab *Sample Trial Balance*)', 'If you wish to import into a **rolled over** file or update an **existing** file (current year version only), select the directory of the file', 'Save or load a map file for the appropriate entity (map file can be loaded in future updates of MFAG Plus)', 'Allocate the trial balance accounts to the MFAG accounts', 'Click on *Start Importing* button to import balances into a new MFAG file or selected rolled over or existing MFAG file', and 'Review the report of imported balances on tab *MapRpt*'. To the right is a vertical menu with buttons for 'Main Menu', 'Start New Import' (with sub-options: Inc. Assoc. (Non-reporting), Inc. Assoc. (Reporting), Large (Consolidated), Large (Single Entity), Not for Profit Entity, Public (Consolidated), Public (Single Entity), Self-managed Super Fund, Small, Unit Trust (Non-reporting), Unit Trust (Reporting)), 'User Guide', 'About Thomson Reuters', 'About Moore Stephens', 'Other Products', and 'Disclaimer'. The footer features the Moore Stephens logo and an Adobe Reader icon.

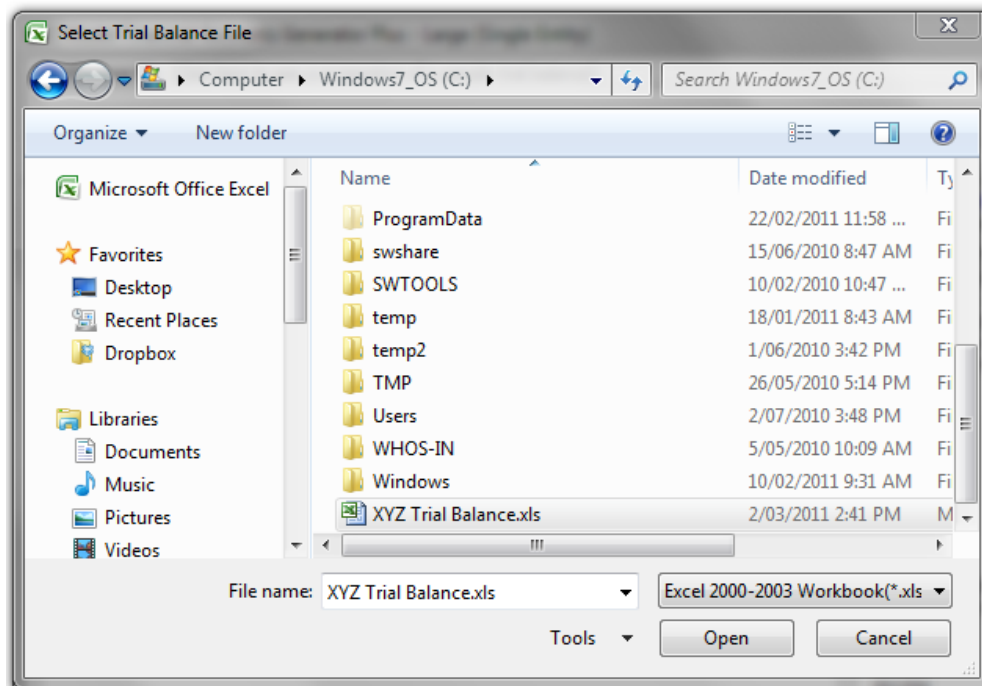
Click on the relevant entity template to open the **XYZ MFAG Plus** mapping screen.

## Loading Your Trial Balance File

To begin mapping, load your trial balance file by clicking on *Open File*.

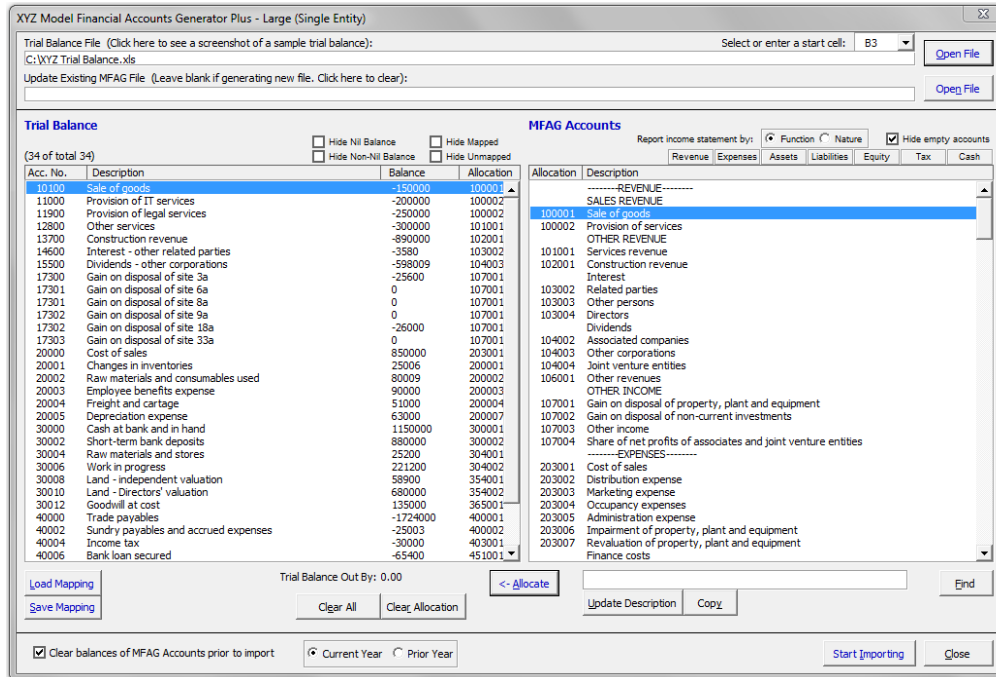


Navigate to the directory where your trial balance file is saved and double-click on it.



If your trial balance file has been set out in the correct format, the account numbers, descriptions and balances will be displayed in the left-hand side of the screen.

**Note:** Ensure the start cell of your trial balance matches the cell reference selected in the start cell drop-down menu.



## Mapping Your Trial Balance to XYZ MFAG

### Reporting the income statement by function or nature

For certain entity templates you have the option to report the income statement by function or nature. Ensure this selection is made on the **XYZ MFAG Plus** mapping screen prior to mapping.

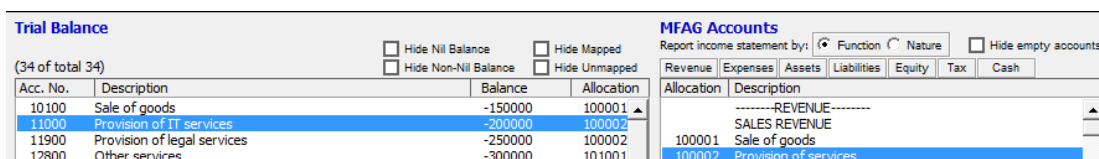
### Mapping a single account

With the trial balance loaded you can begin mapping into **XYZ MFAG**:

1. Left-click on an account from the trial balance to select it.
2. Scroll to the relevant account in the *MFAG Accounts* list and double-click on it to map.

In the example below, account 11000 Provision of IT services from the trial balance has been mapped to 100002 Provision of services in **XYZ MFAG**.

**Note:** An alternative to double-clicking an MFAG account to map is the  button.



## Mapping multiple accounts listed in sequence

To map multiple trial balance accounts listed in sequence, select the accounts by clicking and holding the left mouse button.

Scroll to the relevant account in the *MFAG Accounts* list and double-click on it to map.

In the example below, accounts 17300 to 17303 from the trial balance have been mapped to 107001 Gain on disposal of property, plant and equipment in **XYZ MFAG**.

Trial Balance				MFAG Accounts	
<input type="checkbox"/> Hide Nil Balance <input type="checkbox"/> Hide Mapped <input type="checkbox"/> Hide Non-Nil Balance <input type="checkbox"/> Hide Unmapped				Report income statement by: <input checked="" type="radio"/> Function <input type="radio"/> Nature <input type="checkbox"/> Hide empty accounts	
Acc. No.	Description	Balance	Allocation	Allocation	Description
10100	Sale of goods	-150000	100001	107001	Gain on disposal of property, plant and equipment
11000	Provision of IT services	-200000	100002	107002	Gain on disposal of non-current investments
11900	Provision of legal services	-250000	100002	107101	
12800	Other services	-300000	101001	107102	
13700	Construction revenue	-890000	102001	107103	
14600	Interest - other related parties	-3580	103002	107104	
15500	Dividends - other corporations	-598009	104003	107105	
17300	Gain on disposal of site 3a	-25600	107001	107106	
17301	Gain on disposal of site 6a	0	107001	107107	
17301	Gain on disposal of site 8a	0	107001	107108	
17302	Gain on disposal of site 9a	0	107001	107109	
17302	Gain on disposal of site 18a	-26000	107001	107110	
17303	Gain on disposal of site 33a	0	107001	107003	Other income

## Mapping multiple accounts in a non-contiguous range

To map multiple trial balance accounts in a non-contiguous range, hold down the *Ctrl* key on the keyboard and left-click on the accounts from your trial balance.

Scroll to the relevant account in the *MFAG Accounts* list and double-click on it to map.

In the example below, accounts 30000 Cash at bank and in hand and 30004 Cash at bank - XYZ have been mapped to 300001 Cash at bank and in hand in **XYZ MFAG**.

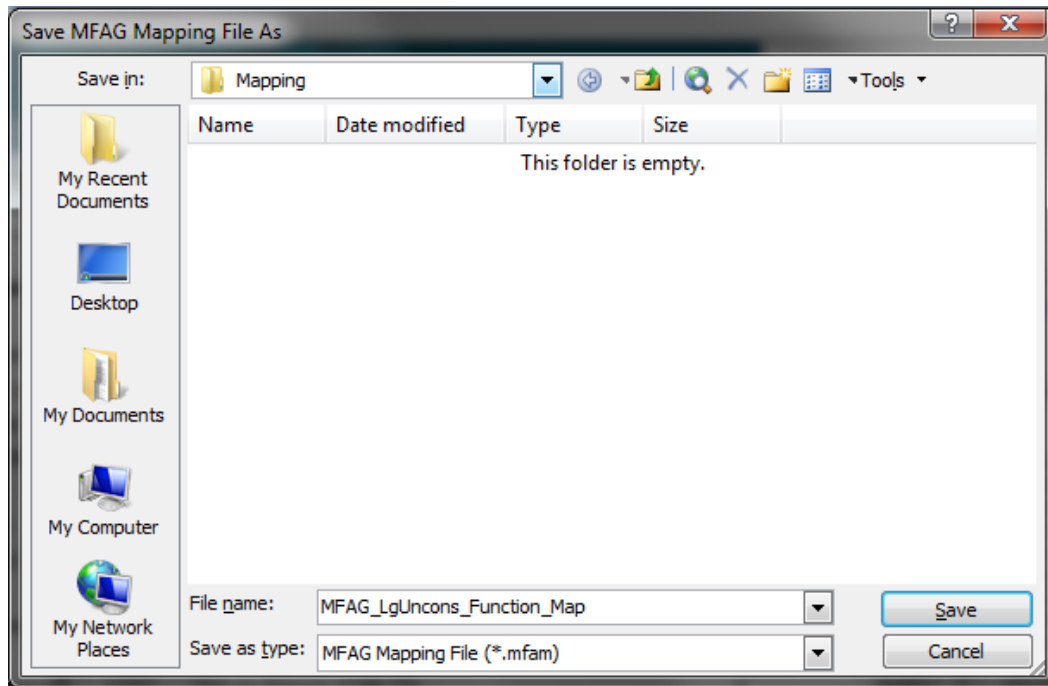
20004	Freight and cartage	51000			
20005	Depreciation expense	63000			
30000	Cash at bank and in hand	1150000	300001	300001	Cash at bank and in hand
30002	Short-term bank deposits	880000			
30004	Cash at bank - XYZ	25200	300001		

CURRENT ASSETS	
300001	Cash at bank and in hand
300002	Short-term bank deposits
300101	

## Saving a Map

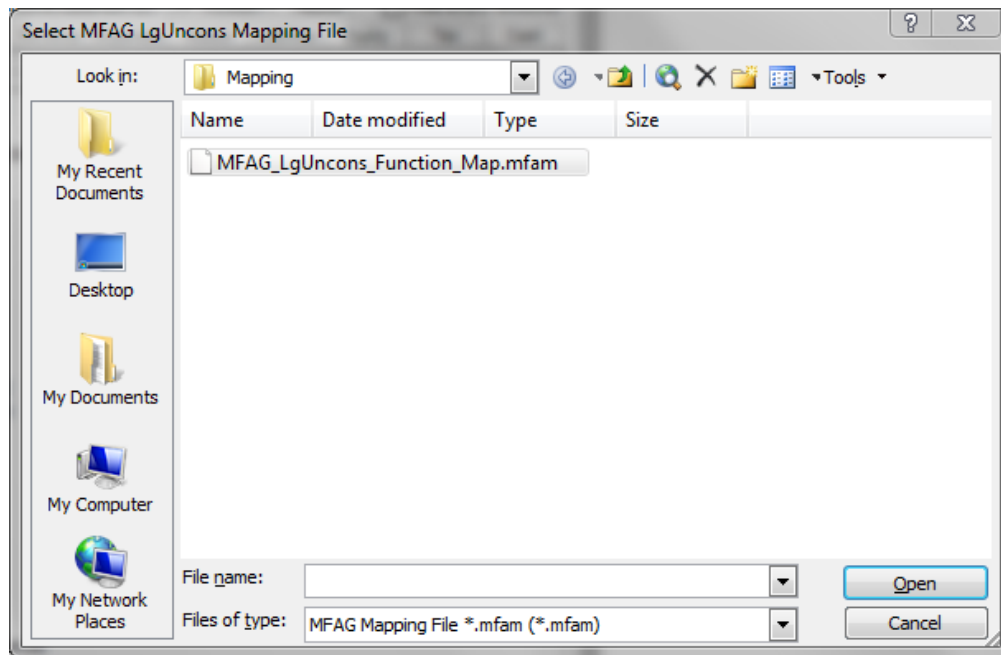
Once the trial balance accounts have been mapped, click on *Save Mapping* to save the mapping file. The mapping file contains all the mapping allocations and has an extension of .mfam.



## Loading a Map

To load mapping files, click on *Load Mapping* and navigate to the directory where the mapping file was saved. Double-click on the mapping file to load it into **XYZ MFAG Plus**. All previous mapping allocations will be displayed in the allocation column alongside the relevant trial balance accounts.

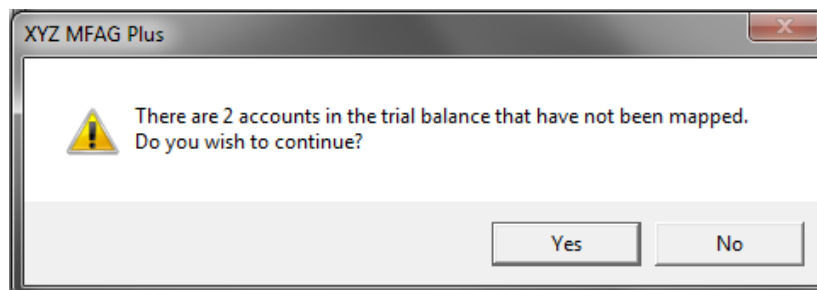
**Note:** The mapping file being loaded must match the **XYZ MFAG Plus** mapping screen, eg if the Large (Single Entity) **XYZ MFAG Plus** mapping screen is opened, then a Large (Single Entity) **XYZ MFAG** map must be chosen.



## Importing Mapped Balances

When you are ready to import the mapped balances into **XYZ MFAG**, click on *Start Importing*.

**Note:** A warning will appear if there are accounts in your trial balance which have not been mapped.



**Note:** Revenue/Income, Liabilities and Equity are imported as the opposite sign, ie a negative figure in your trial balance will appear as a positive following the import process.



## Mapping Summary and Report

While the import into XYZ MFAG is taking place, a summary window will be displayed showing the mapped accounts from the trial balance.

MFAG Plus - trial balance import complete.

Trial Balance Accounts			MFAG Accounts	
Acc. No.	Description	Balance	Allocation	Description
20000	Cost of sales	850000	203001	Cost of sales
20001	Changes in inventories	25006	200001	Changes in inventories
20002	Raw materials and consumables used	80009	200002	Raw materials and consumables used
20003	Employee benefits expense	90000	200003	Employee benefits expense
20004	Freight and cartage	51000	200004	Freight and cartage
20005	Depreciation expense	63000	200007	Depreciation and amortisation expense
30000	Cash at bank and in hand	1150000	300001	Cash at bank and in hand
30002	Short-term bank deposits	880000	300002	Short-term bank deposits
30004	Raw materials and stores	25200	304001	Raw materials and stores
30006	Work in progress	221200	304002	Work in progress
30008	Land - independent valuation	58900	354001	Independent valuation
30010	Land - Directors' valuation	680000	354002	Directors' valuation
30012	Goodwill at cost	135000	365001	Goodwill at cost
40000	Trade payables	1724000	400001	Trade payables
40002	Sundry payables and accrued expenses	25003	400002	Sundry payables and accrued expenses
40004	Income tax	30000	403001	Income tax
40006	Bank loan secured	65400	451001	Bank loan secured
40008	Bank bills secured	33000	451002	Bank bills secured
50000	Receipts from customers	-29800	700001	Receipts from customers
50001	Dividends received	-99800	700002	Dividends received
50002	Interest received	140877	700003	Interest received

Mapping report has been saved in worksheet MapRpt.

Upon closing XYZ MFAG Plus you will be presented with a *Mapping Report*, which summarises where all the trial balance accounts have been mapped.

XYZ MFAG Plus Mapping Report as at 3:33:00 PM 23/03/2011

Sum of Balance					Total
Allocation	All. Description	Acc. No.	Description		Total
<b>100001</b>	<b>Sale of goods</b>				<b>150,000.00</b>
		10100	Sale of goods		150,000.00
<b>100002</b>	<b>Provision of services</b>				<b>450,000.00</b>
		11000	Provision of IT services		200,000.00
		11900	Provision of legal services		250,000.00
<b>101001</b>	<b>Services revenue</b>				<b>300,000.00</b>
		12800	Other services		300,000.00
<b>102001</b>	<b>Construction revenue</b>				<b>890,000.00</b>
		13700	Construction revenue		890,000.00
<b>103002</b>	<b>Related parties</b>				<b>3,580.00</b>
		14600	Interest - other related parties		3,580.00
<b>104003</b>	<b>Other corporations</b>				<b>598,009.00</b>
		15500	Dividends - other corporations		598,009.00
<b>107001</b>	<b>Gain on disposal of property, plant and equipment</b>				<b>51,600.00</b>
		17300	Gain on disposal of site 3a		25,600.00
		17301	Gain on disposal of site 6a		0.00
			Gain on disposal of site 8a		0.00
		17302	Gain on disposal of site 18a		26,000.00
			Gain on disposal of site 9a		0.00
		17303	Gain on disposal of site 33a		0.00
<b>200001</b>	<b>Changes in inventories</b>				<b>25,006.00</b>
		20001	Changes in inventories		25,006.00
<b>200002</b>	<b>Raw materials and consumables used</b>				<b>80,009.00</b>
		20002	Raw materials and consumables used		80,009.00
<b>200003</b>	<b>Employee benefits expense</b>				<b>90,000.00</b>
		20003	Employee benefits expense		90,000.00
<b>200004</b>	<b>Freight and cartage</b>				<b>51,000.00</b>
		20004	Freight and cartage		51,000.00
<b>200007</b>	<b>Depreciation and amortisation expense</b>				<b>63,000.00</b>
		20005	Depreciation expense		63,000.00
<b>203001</b>	<b>Cost of sales</b>				<b>850,000.00</b>
		20000	Cost of sales		850,000.00

## Viewing the Imported Result

Navigate to the Input worksheet to view the imported result.

The example below shows an import into the current year column of the Input worksheet.

Data Input											
Start Page	Entity Info	Data Input	Notes	Validation	Back	Unprotect	Format Rows	Print	Print All	Colour Code Help	Rollover
* Use positive figures when entering data into the Input Sheet (including Cash Flow Information) with the exception of figures corresponding to inserted rows.											
REV	EXP	ASS	LIA	EQ	TAX	CF	2011	2010			
<b>REVENUE</b>											
<b>SALES REVENUE</b>											
							150,000				
							450,000				
							600,000	-			
<b>OTHER REVENUE</b>											
							300,000				
							300,000	-			
							890,000				
							890,000	-			
							3,580				
							3,580	-			
							598,009				
							598,009	-			
							2,391,589	-			
<b>OTHER INCOME</b>											
							51,600				
							51,600	-			
							2,443,189	-			
<b>EXPENSES</b>											
							90,000				
							25,006				
							80,009				
							51,000				

## XYZ MFAG Plus – Advanced Features

The screenshot displays the XYZ Model Financial Accounts Generator Plus - Large (Consolidated) application. The interface is divided into two main panes: 'Trial Balance' and 'MFAG Accounts'. The 'Trial Balance' pane shows a list of accounts with columns for 'Acc. No.', 'Description', 'Balance', and 'Allocation'. The 'MFAG Accounts' pane shows a list of accounts with columns for 'Allocation' and 'Description'. The 'Report income statement by:' dropdown is set to 'Function', and the 'Hide empty accounts' checkbox is checked. The interface includes various buttons and options for mapping and reporting.

### 1. Changing the trial balance view

Check the relevant box to change the trial balance view. For example, tick the *Hide Mapped* checkbox to identify new or unmapped accounts, or tick *Hide Nil Balance* to show all accounts with a balance.

### 2. Navigating the MFAG Accounts list

Click the relevant button to navigate to a particular section in the *MFAG Accounts* list.

### 3. Hide empty accounts

Empty account names have been inserted into **XYZ MFAG** to provide added flexibility for specific trial balance accounts. If the empty account names are not relevant, tick the *Hide empty accounts* checkbox to filter them out.

### 4. Reporting the income statement by function or nature

For certain entity templates, you have the option to report the income statement by function or nature. Ensure this selection is made on the **XYZ MFAG Plus** mapping screen prior to mapping.

## 5. Selecting a start cell

Select the start cell of your trial balance file from a pre-defined drop-down list or enter the start cell's address. The start cell is where the first account number is situated.

**Note:** The default start cell in **XYZ MFAG Plus** is B3.

## 6. Trial balance validation

This check validates your trial balance to ensure it adds to zero.

## 7. Allocate mapping

Select the account(s) from your trial balance and the MFAG account you wish to map to. Click the *Allocate* button to assign the map.

## 8. Clear all allocation codes

Click the *Clear All* button to remove all mapping allocations.

## 9. Clear selected allocation code(s)

Select the account(s) from your trial balance and click the *Clear Allocation* button to remove the mapping allocations from these accounts.

## 10. Entering specific account names

Specific account names can be entered where the description column has been left blank (eg accounts 100101 to 100110 shown below). Select the MFAG account and enter the account name in the box provided.

The screenshot shows the 'MFAG Accounts' window. At the top, there are options for 'Report income statement by:' with 'Function' selected and 'Nature' unselected, and a 'Hide empty accounts' checkbox. Below this are tabs for 'Revenue', 'Expenses', 'Assets', 'Liabilities', 'Equity', 'Tax', and 'Cash'. The main area is a table with two columns: 'Allocation' and 'Description'. The table contains the following data:

Allocation	Description
	-----REVENUE-----
	SALES REVENUE
100001	Sale of goods
100002	Provision of Services
100101	
100102	
100103	
100104	
100105	
100106	
100107	
100108	
100109	
100110	
	OTHER REVENUE
101001	Services revenue
101101	
101102	
101103	
101104	
101105	
101106	
101107	
101108	
101109	
101110	
102001	Construction revenue
102101	
102102	
102103	

At the bottom of the window, there is a search bar with the text 'Enter description here' and a 'Find' button. Below the search bar are two buttons: 'Update Description' and 'Copy'.

## 11. Inserting specific account names into XYZ MFAG

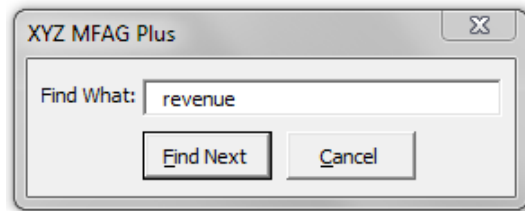
Click on *Update Description* to insert a specific account name into XYZ MFAG.

## 12. Copying account names from the trial balance

The *Copy* button can be used if there is an account name in the trial balance that you want copied across into XYZ MFAG. This function will work with accounts that have a blank description.

## 13. Searching the MFAG Accounts list

Click on the *Find* button to search the *MFAG Accounts* list. When prompted, enter a term to search and click *Find Next*.



## 14. Importing to the consolidated group or parent entity

For certain entity templates you will be required to choose whether to import the trial balance into the consolidated group or parent entity.

## 15. Importing to the current year or prior year

Select whether the trial balance should be imported into the current or prior year.

## 16. Clear balances prior to import

When the *Clear balances of MFAG Accounts prior to import* box is checked, the MFAG accounts will be cleared prior to importing new balances. If this box is unchecked the imported balances will be added to the existing balances in **XYZ MFAG**.

## 17. Updating an existing XYZ MFAG file

Select this option to update an **XYZ MFAG** file which has been previously created.

**Note:** The **XYZ MFAG** file being updated must match the **XYZ MFAG Plus** mapping screen, eg if the Small company **XYZ MFAG Plus** mapping screen is opened, then a Small company **XYZ MFAG** file must be chosen.

## 18. Close the XYZ MFAG Plus mapping screen

Click on the *Close* button to return to the **XYZ MFAG Plus** menu.