

MAUS & XERO INTEGRATION MANUAL



MAUS Business Systems

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Our **award winning cloud based software** platform now features a brand new Virtual CFO app which is the perfect tool for performing a comprehensive financial health audit on your business in minutes rather than hours. This tool provides you with a structured process to analyse your business and provide a detailed financial health check report. Integrate the Virtual your Xero accounting system with Virtual CFO Pro to easily bring all of your financial data into the MAUS Hub.

Another Quality MAUS Product



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Acknowledgements

Product Design & Concept: Peter Hickey

Programming: Developed by the very talented MAUS programming team.

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User Agreement

The full user agreement can be found at the back of the full MAUS Hub User Manual.

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About this Quick Start guide

The Quick Start button from the right hand menu brings up this Virtual CFO Pro Manual. If you have received you help file through an email or other means, you can access it again by:

1. Hovering over **Menu Items** within **Virtual CFO Pro**
2. Selecting **Quick Start**

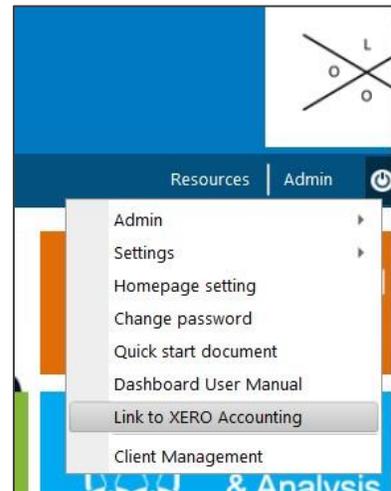
General Navigation tips:

There are two drop-down lists on the left side of the **Toolbar** at the top of the screen. The left one allows you to navigate between different modules that MAUS offers. The right hand one allows you to navigate through the sections within the selected module. In the example below you can see that the Virtual CFO Pro has been selected on the left, and on the right hand menu the contents of the Virtual CFO Pro are listed.



Connecting your MAUS Dashboard to Xero

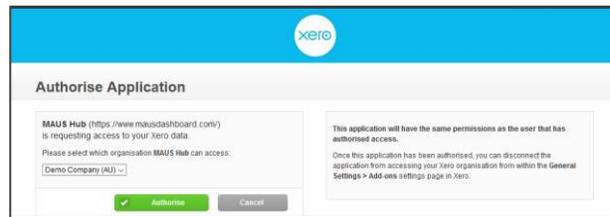
1. Login to your MAUS Dashboard account by going to www.mausdashboard.com and entering your email and password.
2. Click on the Admin tab.
3. Click on the **Link to Xero Accounting** button.
4. Select the Source (Choose Xero).
5. Select the period that you wish to get data for.
6. Tick the **Update KPIs Data** button to automatically update the KPI Dashboard with your imported data. Leaving this unticked will bring the data in without updating the KPI Dashboard.

A screenshot of the MAUS Hub interface. The header says 'MAUS Hub' and 'Your company name goes here'. Below the header is a navigation bar with 'Performance Review' and 'Menu Items' tabs. A 'Resources | Admin | Log Out' menu is visible. The main content area shows a 'Get Data' section with options: 'Get Data', 'Graphs by Accounts', 'Multiline Graph', 'View Raw Data', 'Map Data', and 'Summary Reporting'. Below this is a form with the following fields: 'Source: XERO', 'Period: from: May 2016 until: May 2016', and a checked checkbox for 'Update Kpis data'. There are 'Submit' and 'Delete Data Accounting' buttons.

7. Click the **Submit** button to continue.
8. You'll be prompted that you're leaving MAUS Dashboard, click OK to continue.
9. You'll be prompted to login using your Xero account details.
10. Once you've logged in, you can select which organisation you want the MAUS Dashboard to access.

11. Click the **Authorise** button.
12. You will be redirected back to MAUS Dashboard.

Your data will now be successfully imported into the MAUS Dashboard!



Mapping your Data to the MAUS Dashboard



Once your data is successfully imported into the MAUS Dashboard you will need to map the data to ensure all figures are summed correctly.



1. Navigate to the Virtual CFO home screen.
2. Select the **Import or Edit Data** tile.
3. Click the **Map Data** button (it is selected when faded).
4. You will need to map your Profit and Loss and Balance Sheet items by selecting the appropriate category drop the drop down menu.
5. Once all fields are mapped click the **Save** button.
6. To quality check all your data is summed and categorized correctly, click on the **Review Data** button.



Revenue	
Non Operating Income (COAFR_8)	Non operating income
Total Revenue (COAFR_1)	DO NOT MAP
	REVENUE
	Revenue
	COGS
	Non operating income
Expense	
Associated Wages (COAFR_5)	EXPENSE
Cost of Goods (COAFR_2)	Marketing expense
Depreciation (COAFR_7)	Wages
Interest Expense (COAFR_9)	Associated Wages
Marketing expense (COAFR_3)	Overhead
Overhead (COAFR_6)	Depreciation
	EBIT
	Interest Expense
	Tax

Reviewing your Financial Snapshot

When selecting the **Financial Snapshot** button, you will be brought through to a graph that displays your Revenue, Total Expenses and EBIT over the past year. Displayed in graph form it is quick and easy to interpret your financial performance through this field.

By Default, your categorisation selections of items in mapping links your data with financial KPI's which you can review in the KPI field and comment on any major successes or obstacles over the last month. This can come on handy if you are conducting monthly review meetings.

At the bottom of the snapshot you can review your monthly performance and the YTD performances.



Graphs by Accounts

The **Graphs by Accounts** tab allows you to review a graphical breakdown of your accounts over a specific date range.

To update your date ranges and viewable accounts select the dates drop down and pick your dates. The same process applies for choosing your accounts. When you have selected your accounts and date ranges click the **Update Graphs** button.

Review Data

To review all data and ensure all accounts are summed correctly click on the **Review Data** tab.

The statement tab provides a breakdown of all your data over a specified time frame. To alter the date range selects the drop down dates, choose your range and click the **Search** button. You can use this tab to validate your mapping.



Account Name	Total	Apr 2016	May 2016	Jun 2016
Cost of Goods	6,000.00	2,000.00	2,000.00	2,000.00
Marketing expense	1,500.00	500.00	500.00	500.00

Financial Statement

To review a statement of your Profit and loss, Balance Sheet, Miscellaneous items, and configure your benchmarking assumptions click the Statement tab.

You can filter this view by the month you wish to review of a specific year's data compared to previous months, quarters or years over time. Once you've selected the date range you wish to view click Save.

current view settings, meaning that if you're viewing monthly data, the Z-score will be based on that particular month. Switching the view to yearly in the **Financial Statement** will provide you with a more accurate Z-Score.

Financial Ratio

- ❑ The **Financial Ratio** tab displays a range of bar charts on one page so that you can easily view your organisation's financial information over a period of time.

Traffic Lights

- ❑ The **Traffic Lights** page allows you to easily identify gaps in your organisation's financial health across a range of time periods, making it easy to understand how your organisation is changing.

Ratio Detail

- ❑ The **Ratio Detail** screen displays an overview of all of your financial ratios so that you can view each of the ratios derived from the financial data you have entered. To view explanations of each of these ratios, please refer to the exported report in MS Word.

What If Analysis

The What If Analysis section of Virtual CFO Pro allows you to create custom scenarios which review your current profit, growth, and revenue figures based on a range of assumptions. It also lets you identify your current cash position and ways of freeing up more cash for the business.

Cash Builder

1. To use the Cash Builder simply click on the **What If Analysis** button from the Virtual CFO Pro home screen.
2. There are three customisable gauges which appear on screen, simply click on the arrows on either side of the sliding scale to adjust the values of each gauge, or drag the sliding scale with your mouse.
 - a. **Debtor Days** refers to the number of days it takes your debtors to pay off their debts. The higher the number of days, the less cash you will have access to.
 - b. **Creditor Days** refers to the number of days it takes you to pay off your own debts. The higher the number of days, the more available cash you will have access to.
 - c. **Stock Days** refers to the number of days you hold your stock before shipping it. The higher the numbers of days, the less cash you will have access to.
3. To Navigate to the other What If Analysis tools, click the on their respective tabs above the gauges, or click the **Next** or **Prev** buttons.