Virtual Finance Director

(VFD Pro)

Logging into the
VFD Pro Management Portal
Adding and Managing Clients

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VFD PRO: REQUESTING A FREE TRIAL

If you haven't got a VFD Portal account, visit www.VFD-Pro.com and click on: **FREE TRIAL**

Simply enter your name, organisation, email address, a contact telephone number.

Please let us know how you heard about VFD Pro.

Tick to confirm you have read the Terms of Use and the Privacy Policy.

Complete the CAPTCHA and when ready…

Click Submit to request your free trial.

As soon as your VFD Pro Portal has been setup you will receive an email with quick start instructions and a onetime link to logon and configure your secure password.

LOGGING ONTO VFD PRO FOR THE FIRST TIME

To logon for the first time simply go to *www.vfd-pro.com/password,* enter your email address and you will be sent a one-time logon via email so you can access the system and configure your own secure password.

Click the link in the email, enter your required password and your preferred method for two factor authentication then click on User Portal.

ADDING CLIENTS TO THE VFD PRO PORTAL

By default, your VFD Pro Portal will be setup with just one organisation. If required more than one organisation and additional users can be added. Each user can be given access to all, or only selected organisations.

Having clicked on the organisation required you can now Add Clients by clicking:
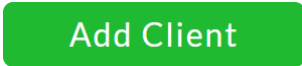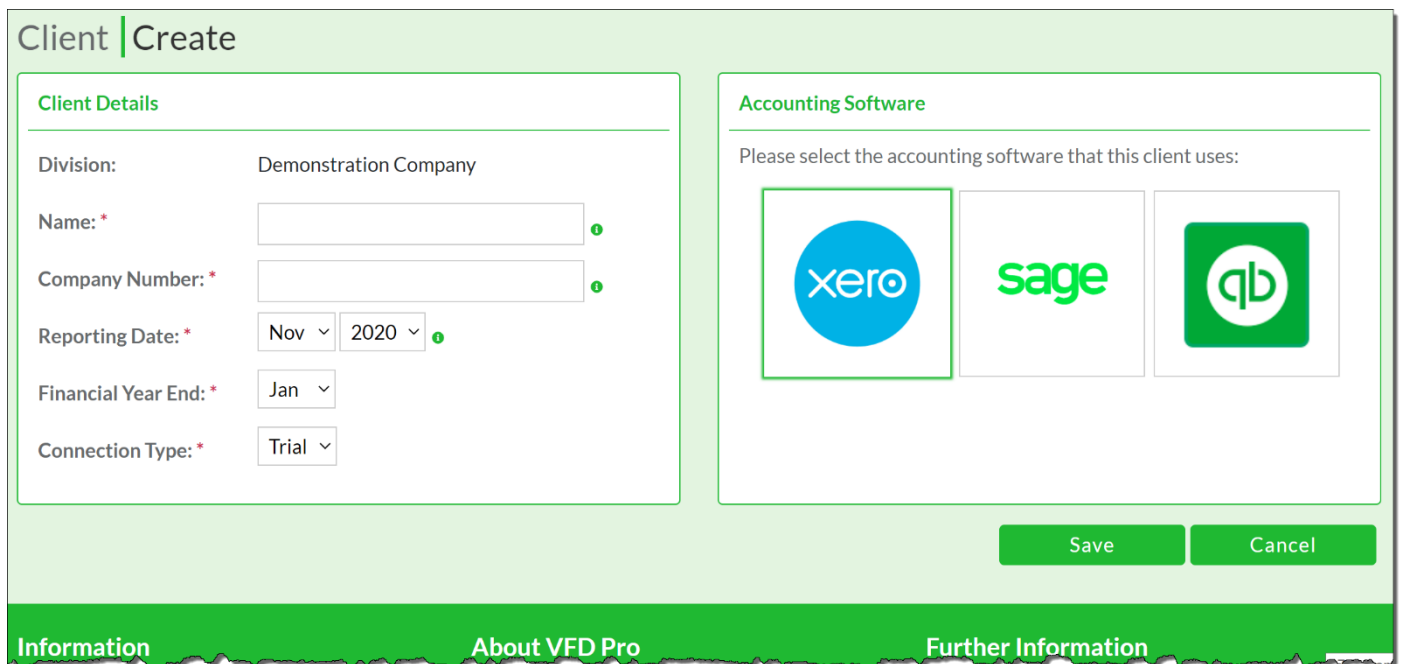
Add Client

Note: You will only see the 'Go To Dashboard' button when the VFD Pro BI Dashboard has been made live, typically after you have synchronised clients and as part of an online meeting to review your reports, address questions and to hand over your BI Dashboard.

Having clicked on Add Client you will be taken to the screen shown below where you will need to add the client details as follows:

- Name*: This is the name of the client company that will be displayed on all reports.
- Company Number*: This will be used for benchmarking purposes in the future. If unknown enter '-'.
- Reporting Date*: The date the accounts are made up to and is used on all reports.
- Financial Year End*: The Financial Year End for the client company to report 'year-to-date'.
- Connection Type*: Trial, Free or Paid (see below).
- Accounting Software: Select the appropriate Accounting Software for the client company/

    * *This signifies that the field is mandatory and must be completed.*

As soon as all fields have been correctly entered click Save: **Save**

Note, if the incorrect accounting system is selected and Save is clicked, the client company must be Terminated, (deleted), as described below, and a new entry created with the correct accounting software selected. All other details can be edited later.

ADDING XERO CLIENTS
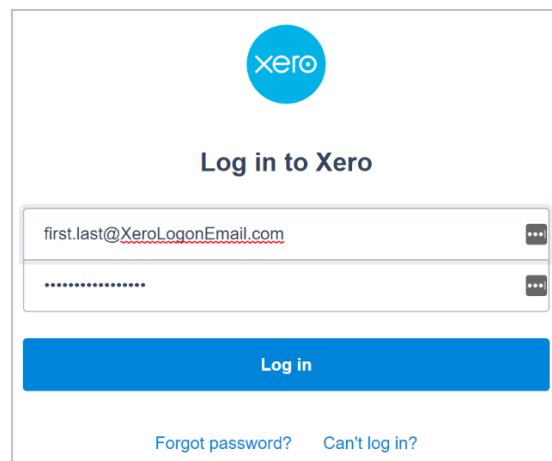
Having entered the client's company details, selected Xero and clicked Save, you will be asked to connect to Xero:

Click the 'Connect to XERO' button and you will be taken to the Xero Log in page:

Enter your Xero credentials and select the client company and click: Allow access.

You will then be taken back to VFD Pro…

ADDING QBO CLIENTS
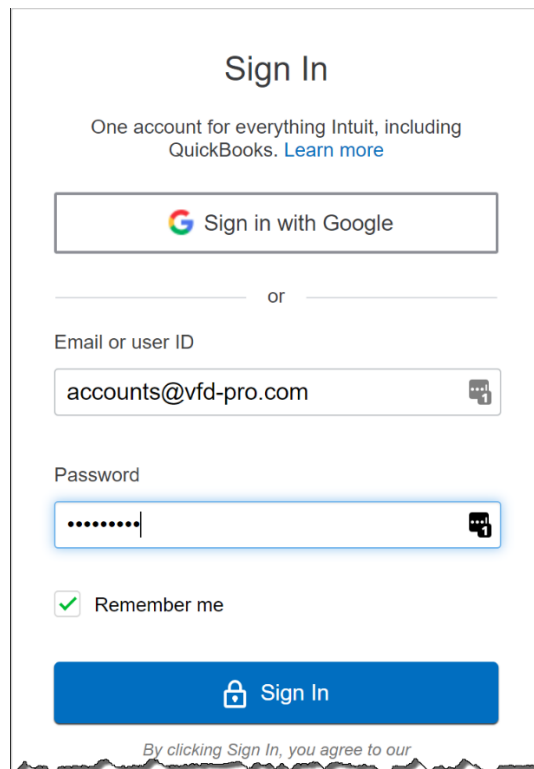
Having entered the company details, selected QBO and clicked Save, you will be asked to connect to QuickBooks:

QuickBooks Online Details

Please click on the following link and log into your Quickbooks Online account.
This will allow you to sync your Quickbooks Online data with the Virtual Finance Director.

qb Connect to QuickBooks

Click the 'Connect to QuickBooks' button and you will be taken to the QuickBooks Sign In page:

Sign In

One account for everything Intuit, including
QuickBooks. Learn more

G Sign in with Google

or

Email or user ID

accounts@vfd-pro.com

Password

•••••••••

✓ Remember me

🔒 Sign In

By clicking Sign In, you agree to our

Select the required client, and when complete you will be taken back to VFD Pro…

ADDING SAGE CLIENTS

Having entered the company details, selected Sage and clicked Save, you will be asked to Import Data:

Sage 50 Details

Please click on the **Import Data** button to upload your Sage data and generate your reports. (Click here for instructions or Click to watch the video)

Import Data

Unlike Xero and QBO which are cloud apps with an API, you will need to download the Nominal Codes, Nominal Activity and Trial Balance reports, click here for instructions or click here to watch the video. Then click Import Data.

Sage 50 Details

Please click on the **Import Data** button to upload your Sage data and generate your reports. (Click here for instructions or Click to watch the video)

Nominal Codes File:	Choose File No file chosen	Upload
Trial Balance File:	Choose File No file chosen	Upload
Transactions File #1:	Choose File No file chosen	Upload
Transactions File #2:	Choose File No file chosen	Upload
Transactions File #3:	Choose File No file chosen	Upload

Run Reports

Import Data

Select the 5 reports as per the instruction using the Choose File button and upload to the VFD Pro portal. When all report files have been uploaded click Run Reports.

The data files will then be imported, and the report generation process will be automatically initiated.

Sage 50 Details

We are currently waiting to start your request.

22.0% ⟳ Importing Sage Records

You don't need to wait whilst the reports are being generated, either add additional clients or do something else. The report generation routine will start as soon as the import is complete and will take 15 to 20 minutes to complete at which point the greyed-out report icon will change to black.

REPORT GENERATION PENDING - TIME AND DATE COMPLETED

Whilst the reports are being generated, the 'Reports Generated' status will be marked as Pending for Xero, QBO or Sage. Under normal circumstances the reports will be generated in 15 to 20 minutes.

Xero Details

Organisation Name:	Demo Company (UK)	Reports Generated:	Pending
Last Updated:	29/12/2020 - 17:12	Reporting Month:	November / 2020

Please click on the **Sync Data** button to generate your reports.

Sync Data   Clear Data

The time taken is a function of system loading and the size of the files being processed. At times of peak loading, it may take 2 to 3 times longer for the reports to be generated. When the reports are generated the time and date they were generated is displayed as shown below.

Xero Details

Organisation Name:	Demo Company (UK)	Reports Generated:	06/11/2020 - 09:34
Last Updated:	06/11/2020 - 09:33	Reporting Month:	October / 2020

Please click on the **Sync Data** button to generate your reports.

Sync Data   Clear Data

ACCESSING YOUR REPORTS

To access your reports, wait until the Reports Generated Status changes from Pending to show the date and time, then click on the report icon which will change from grey (No Active Reports) to black (Active Reports).

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WHY CAN'T I SEE ALL OF THE VFD PRO REPORTS AND MODELS?
(AS FOUND ON THE DEMO REPORTS CO.)

If you cannot see all of the various reports you were expecting to see this is probably because VFD Pro only generates the full suite of reports if the information required to populate the reports exists within the data set.

For example:

1. Enhanced Management Reports:
   The Customer Analysis and Supplier Analysis Reports are only generated if more than 2 years data is available.

2. Business Growth Advisory Models:
   The Universal Funding Proposal Model is only accessible from the Demo Reports company, (highlighted in yellow in the example below).

3. Opportunity Exception Reports:
   As the name implies, these Management Reports are only generated where analysis of the raw data indicates a significant opportunity exists.

Full Reporting Suite (as found on the Demo Reports Co.

File Type	Exception	Creat
Enhanced Performance Reports		
Business Overview		2020-
Performance Analysis		2020-
Management Report		2020-0
Performance Trend		2020-
Customer Analysis		2020-
Supplier Analysis		2020-
Business Growth Advisory		
Business Growth Model		2020-
Customer Targeting Model		2020-
Forecast and Funding Proposal (Customer) Model		2020-
Forecast and Funding Proposal (Nominal) Model		2020-
Universal Funding Proposal Model		2020-
Business Data Model		2020-
Opportunity Exception Reports		
Telecoms Exception Report	⚠ HELP	2020-0
Utilities Exception Report	⚠ HELP	2020-0
Customer Exception Report	⚠ HELP	2020-0

A reduced set of reports, e.g. for the Xero Demo company

File Type	Exception	Creat
Enhanced Performance Reports		
Business Overview		2020
Performance Analysis		2020-
Management Report		2020
Performance Trend		2020-
Business Growth Advisory		
Business Growth Model		2020
Customer Targeting Model		2020
Forecast and Funding Proposal (Customer) Model		2020-
Forecast and Funding Proposal (Nominal) Model		2020
Business Data Model		2020-

TRIAL VS FREE VS PAID CONNECTIONS

When you add clients to your VFD Pro Portal, you should use the 'Trial' connection type, this enables you to produce a suite of reports that enables you to have a commercial discussion with your client about the additional services you can offer them without being charged for the connection. Unless you have already agreed commercial terms, in which case you would set them up as a 'Paid' Connection Type. The Type of connection used controls the report types generated as follows:

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Trial: A 'Trial' connection will generate all of the Enhanced Management Reports plus the Business Growth Model which allows you to discuss and agree commercial terms with clients before moving them to 'Free' or 'Paid'. When Clients are set to 'Trial' Connection Type, the Business Growth Models and the Opportunity Exception Reports are not generated, these are only included with Clients on a 'Paid' Connection Type.

Note: The Trial period for each new Client is set to 24 hours after which you cannot re-synchronise and generate new reports. If additional reports are required, you will need to set the Connection Type to Paid.
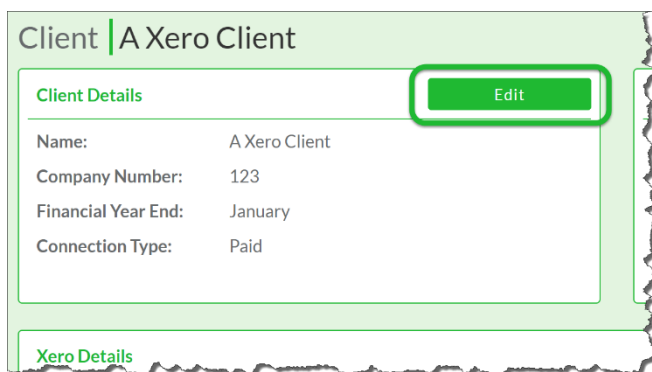
Paid: Moving a client from a 'Trial' to a 'Paid' Connection Type will result in all reports and models being generated (subject to the appropriate raw financial data being available. Clients set as 'Paid' will incur a monthly charge based on your pricing plan with VFD Pro, (Advisor, Practice or Enterprise: www.vfd-pro.com/pricing).

Note: When moving a client from 'Trial' to 'Paid' you will need to re-synchronise the data to generate the reports that are not part of the 'Trial' plan.

Free: Moving a client from a 'Trial' to a 'Free' Connection Type makes it possible to generate the Business Overview Report each month / each time the accounting data is updated.

RE-SYNCHRONISING DATA AND GENERATING REPORTS FOR A NEW (OR THE SAME) PERIOD

When the financial data for a subsequent month has been finalised, to run an updated set of reports simply select the client and click Edit, update the Reporting Date and click Save. Then click Sync Data.
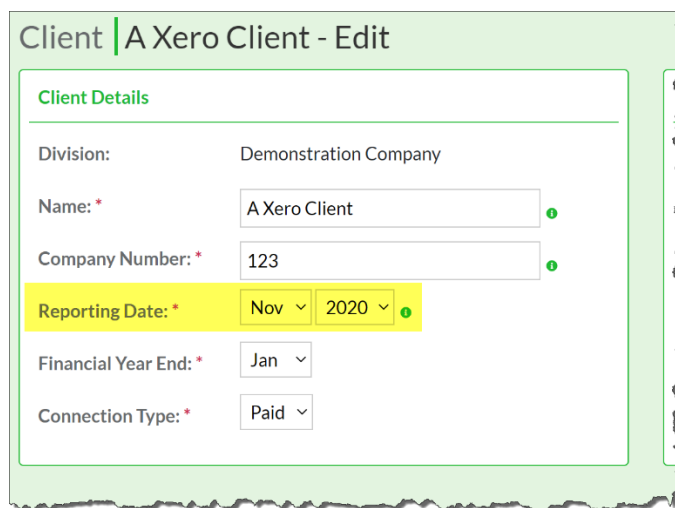
Client | A Xero Client

Client Details   Edit

Name:	A Xero Client
Company Number:	123
Financial Year End:	January
Connection Type:	Paid
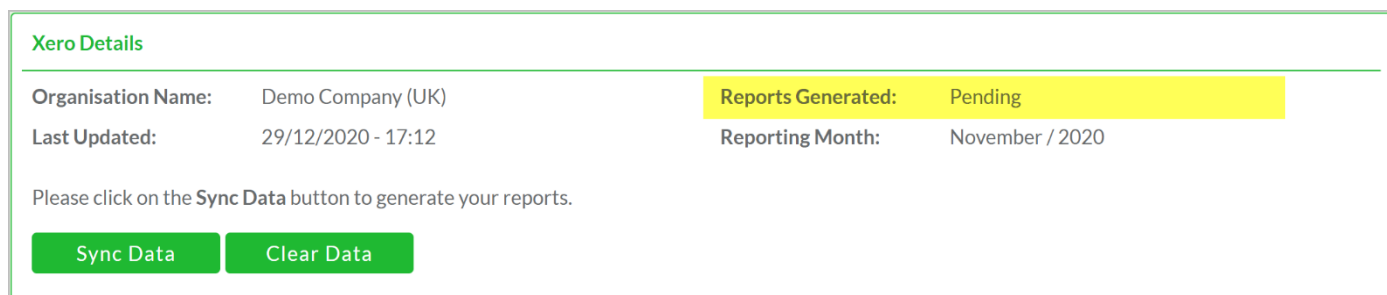
Xero Details

Client | A Xero Client - Edit

Client Details

Division:	Demonstration Company
Name: *	A Xero Client
Company Number: *	123
Reporting Date: *	Nov ˅ 2020 ˅
Financial Year End: *	Jan ˅
Connection Type: *	Paid ˅

Xero Details

| Organisation Name: | Demo Company (UK) | Reports Generated: | Pending |
| Last Updated: | 29/12/2020 - 17:12 | Reporting Month: | November / 2020 |

Please click on the **Sync Data** button to generate your reports.

Sync Data   Clear Data

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WHITE LABEL REPORTS: LOGO AND COLOURS USED

When your portal is setup for you, the VFD Pro Support team will change the default colours, contact details and logo to reflect your companies branding.

If the colours or use of logo etc. is not in accordance with your company Brand Guidelines, please let us know what details you would like changed and please provide VFD Pro with a high resolution copy of your official company logo and the RGB codes for three colours used as follows:

Primary Colour: Used for all title headers and is the first colour used on all charts and graphs.

Secondary Colour: Used to provide the contrasting colour on all charts and graphs.

Tertiary Colour: Used where a third colour is required on charts and graphs

VFD PRO SUPPORT

If you have any questions or need any help or support to use any of the features or functions of VFD Pro please contact Support using any of the following options:

Telephone **0202 475 3313**	Email **support@vfd-pro.com**
Live Chat **www.vfd-pro.com**	Support Ticket **www.vfd-pro.com/support**