USER INSTRUCTIONS FOR THE MFI FACTSHEET 4.1

1. INTRODUCTION

What is it?
The MFI Factsheet is an excel workbook containing 7 visible sheets and a number of hidden sheets. The six visible sheets together provide an easy to use tool for monitoring the financial and social performance of an MFI, consisting of tables and graphs.

For microfinance?
The MFI Factsheet uses to the highest possible extent terms and definitions on which consensus exists within the microfinance industry. Still, as there is no complete standardization across the industry, some terms and definitions may differ from the ones used at any particular level or location.

Language options?
The MFI Factsheet currently functions in 9 languages: English, French, Portuguese, Spanish, Russian, Lao, Vietnamese, Khmer, Arabic. At any time the user can switch from one language to another, by choosing the selected language from the drop-down box, placed at the top of the Identification Sheet.

Please make sure you are using the latest version of the MFI Factsheet
The latest version is available on the website of Microfact: http://www.microfact.org/microfinance-tools/mfi-factsheet/download/
Easy to use?
Every item on the sheets has an item reference (e.g. A10). Many items have accompanying explanations that will appear in a pop-up window when double clicking on the item reference.

Will it take up lots of time?
Data entry in the MFI Factsheet is straightforward and easy to perform by anyone who has general knowledge of accounting and MFI reporting. It takes about two to three hours to set up a first report in a blank format, and as less as 15 minutes to update a report.

2. USE OF THE MFI FACTSHEET

The MFI Factsheet is a reporting format that can be used both internally by managers of the MFI, as externally for purposes of analysis and monitoring. It's fully compliant with best practices of the microfinance industry and simple to use.

It is based on accounting data and other institutional data of the MFI, to provide a set of indicators that cover most of the critical areas of a MFI. A graphical component containing 10 different financial en 8 social graphs enhances the usability of the MFI Factsheet for analytical purposes.

3. STRUCTURE OF THE MFI FACTSHEET

Following is the order of the 7 visible sheets in the factsheet:
Sheet BRS00 : Identification Sheet
Sheet BRS01 : Balance Sheet
Sheet BRS02 : P&L (Profit & Loss)
Sheet BRS03 : Extras
Sheets 0, 1, 2 and 3 are for data entering, Sheets 4, 5 and 7 are generated automatically.
4. GENERAL REMARKS ABOUT DATA ENTRY

To get started, fill in the "Actual Year" in cell C8 of the sheet "BRS00: Identification Sheet". This will automatically set up all the periods.

Data entry cells are coloured in yellow. All other cells are protected. It is not required to fill in all cells, as some may not apply (e.g. an MFI that does not take deposits will not report these in the balance sheet).

Entry of data is expected in the first 4 sheets only. These are structured as tables, in which data has to be entered for several periods.
The first table on the left has 5 columns, 4 previous year periods and the last one for the year-to-date. In this table the data for the 4 years must be entered.

The **year-to-date** data are taken from a second table, which will appear when moving to the right of the screen. This table has 12 columns, numbered from 1 to 12 for the respective months of the actual year. All these columns are available for data entering.

The year-to-date column of the first table will automatically copy the last month of the second table for which data has been entered. It is not necessary to fill in all months when wanting to look at one particular period (eg. first semester). But take care to fill in the data in the correct column because this is important for annualizing certain ratios. Be careful to do this in all 3 sheets.

It is important to fill in all these 4 sheets, as the ratios will use information from all 4 of them.
At the beginning of following years, the MFI Factsheet can automatically be adjusted for continued data entry in that year, by clicking the button "New Year" in the right top corner of the sheet "BRS00 : Identification Sheet". This will generate a new factsheet in which the Actual Year is adjusted and all previous information moves one column to the left.
5. OVERVIEW OF THE DIFFERENT SHEETS

Sheet BRS01 : Balance Sheet

In this sheet the Balance Sheet of the MFI has to be entered. The structure of this Balance Sheet is a reduced form using only main accounts.

In the monthly columns for the current year (second table, above right), cumulative data must be entered. For example, in column 6 (June) data should be entered for the first 6 months.

Comprehensive explanations on individual accounts are provided through pop-up screens when double clicking on the item reference.
In this sheet the Profit and Loss Statement of the MFI has to be entered. The structure of this Profit and Loss Statement is a reduced form using only main accounts.

In the monthly columns for the current year (second table, above right), cumulative data must be entered. For example, in column 6 (June) data should be entered for the first 6 months.

Comprehensive explanations on individual accounts are provided through pop-up screens when double clicking on the item reference.
In this sheet additional information that does not come from the MFI’s accounting has to be provided.

This information holds relation to 4 areas:

- Monetary context: exchange rate to the euro and inflation.
- Institutional information: branches, staffing and clients
- Portfolio information: comprehensive data from the portfolio tracking system
- Others

Comprehensive explanations on individual items are provided through pop-up screens when double clicking on the item reference.
This sheet automatically generates a full set of indicators on a one-page report.

It provides to the user an institutional scorecard based on best practice performance indicators. The indicators have been grouped in 6 areas, covering:

- Aspects of growth
- The quality of the loan portfolio
- The financial structure
- The efficiency and productivity
- Sustainability
- Aspects of profitability

Comprehensive explanations on individual ratios are provided through pop-up screens when double clicking on the item reference.

According to the Universal Standards of Social Performance Management, these quantitative social indicators are grouped under 4 areas covering:

1. Strategy: define and monitor social goals
2. Products & Services: Design products, services, delivery models and channels that meet clients' needs and preferences
3. Client protection: treat clients responsibly
4. Social responsibility: treat employees responsibly
This sheet automatically generates a full set of graphs on a one-page report.

These graphs provide to the user a visual representation on 10 critical aspects of an MFI; they are based on one or a combination of several ratios. The graphs next to each other cover the same aspect, resulting in five aspects covered:

- Portfolio evolution: growth and loan size
- Portfolio quality and risk coverage
- Operational self-sufficiency and staff productivity
- Portfolio yield and decomposition by costs
- Funding structure and savings evolution.

Comprehensive explanations on the ratios used are available through pop-up screens in the Performance Indicators sheet.

Additionally, as from the version 4.1 of the MFI Factsheet, the **Show consistency control** button has been introduced on the Financial graphs sheet. It helps users to control, whether data entered in the MFI Factsheet is consistent through all the Sheets.
Together with CERISE and TRIAS, ADA/BRS have assembled 18 social indicators already in use by the MIX and the rating agencies among others. Only quantitative and result indicators have been selected!

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The selected indicators are shown through a set of 8 graphs, generated automatically, and which are based on one or a combination of several ratios.

Comprehensive explanations on the ratios used are available through pop-up screens in the Financial & Social ratios sheet.
Frequently Asked Questions about the MFI Factsheet

Can the MFI Factsheet be customized?

Yes. The Excel format of the MFI Factsheets allows you to customize it.

Certain sheets of the Excel workbook are protected. Before editing you must unprotect the sheet.

**To unprotect a sheet in Excel 2007 or later:**

- Click **Review** tab
- Click **Unprotect Sheet** -> type password: microfactletyourfigurestalk

Please note that the sheets will be protected automatically as soon as you go onto another sheet.

**Warning:**

If you want to use the MFI Factsheet 4.1 in combination with the MFI Factsheets Compiler you can adapt the **Performance indicators** sheet as well as the **Financial and Social graphs** sheets. Moreover, you can also adapt some hidden sheets with appropriate caution. You can not make changes in the **Identification** sheet, the **Balance** sheet, **P&L** sheet and the **Extras** sheet.

Is it compatible with Excel 2003 or earlier?

No, the MFI Factsheet 4.1 is not compatible with Excel 2003. You should use at least Excel 2007 version.

The MFI Factsheet isn't working properly. What's wrong?

You must check that macro's are enabled in Excel.

Please follow these simple steps to enable macro's in Excel 2007 or later:

- Click **File** in the menu bar
- Click **Options**
- Click **Trust Center**
- Click **Trust Center Settings**
- Click **Macro Settings**
- Select **Enable all macros** and confirm by clicking **Ok**
- Close Excel and reopen the MFI Factsheet
How can invisible sheets be made visible?

The MFI Factsheet contains a number of invisible sheets. In certain situations, it might be useful to make the hidden sheets visible.

Please follow these simple steps to perform this action in Excel 2007 or later:

- Right-click on the name of any sheet visible on the bottom right of the screen and select Unhide from the popup menu.
- Select a sheet and click **OK**

More FAQs are available on the website of Microfact: