Excel Tool: Cash Worksheet

PURPOSE

This document shows the detailed procedures for querying cash projection data from CS Lucas to Excel worksheet.

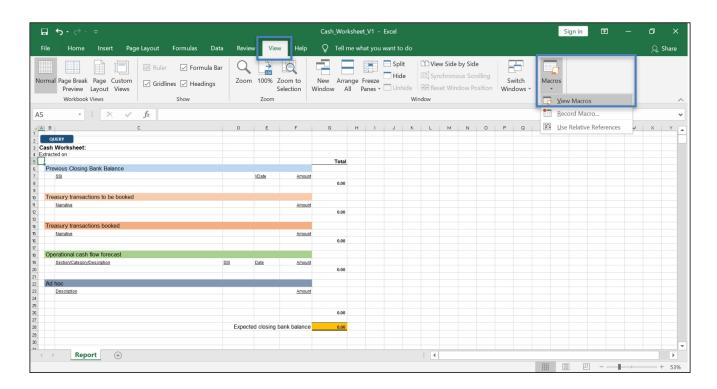
WHY IS THIS IMPORTANT?

This Excel cash worksheet is built to allow flexibility for users to include any adhoc or other known/ planned items by adding rows to the cash worksheet to aid in their cash planning. This worksheet can also be saved for record and version tracking purposes.

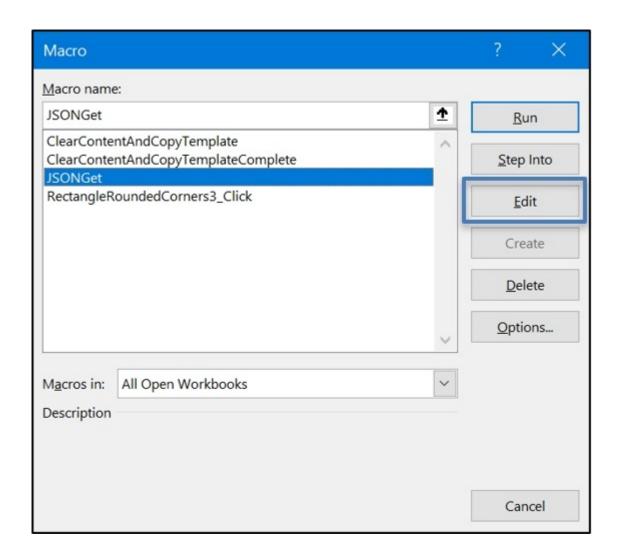
PRE-REQUISITE

- 1. Save a copy of Cash_Worksheet_V1.xlsm on your computer.
- 2. Open Cash_Worksheet_V1.xlsm and change to correct URL for the data fetch.

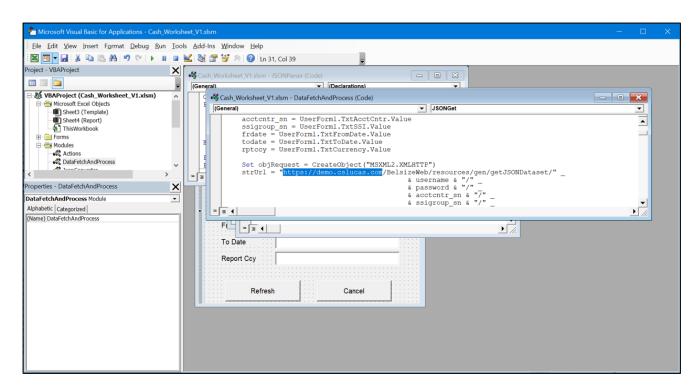
Click on View > Macros > View Macros



You will see a list of macros that you can work with.



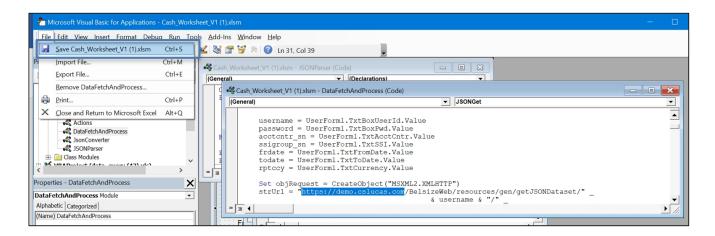
Select JSONGet and click Edit.



Change the URL highlighted in the screen shot above, i.e.

https://demo.cslucas.com, to the server's URL you wish to connect to.

Then, save the Cash Worksheet V1.xlsm.



Click File > Save or press Ctrl+S.

3. Multi-factor authentication (MFA) is required to query data from CS Lucas to cash worksheet. Click here to see how to set up MFA for your user id in CS Lucas.

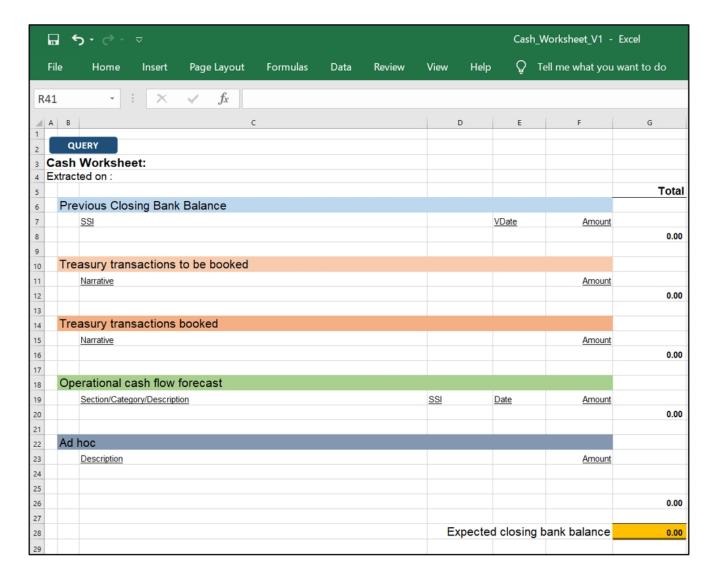
PROCEDURE



1. Open Cash Worksheet V1.xlsm.

Tips:

- (1) If you see a prompt on PROTECTED VIEW, click Enable Editing.
- (2) If you see a prompt on SECURITY WARNING, click Enable Content.



- 2. This worksheet comprises of previous day closing balance, treasury transactions to be booked, treasury transactions booked, operational cash flow forecast, ad-hoc cash flow item and the expected closing bank balance.
- 3. To query the data from CS Lucas, click on Query button.
- 4. You will be asked to enter user ID and 2FA code for authentication and the report parameters.

Enter Details		×
User ID	dev2@demo	
2FA Code	*****	
Acct Cntr	TFS-SG	
SSI Group	TFS OPS+FIN (GBP)	
From Date	03-Jul-2017	
To Date	15-Oct-2017	
Report Ccy	GBP	
Refresh	Cancel	

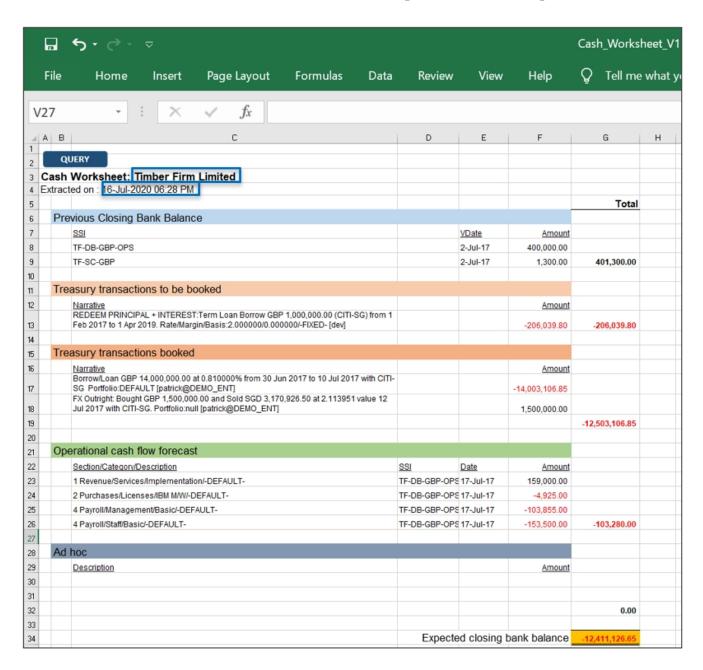
Please see below explanation on how you can enter for each field.

Field	Remarks
User ID	Enter your user id to access CS Lucas. This is case sensitive.
2FA Code	Enter the multi-factor authentication code generated from Google Authenticator.
Acct Cntr	Enter the accounting centre short name as per set up in CS Lucas. This is case sensitive.
SSI Group	Enter the SSI short name or SSI Group short name as per set up in CS Lucas. This is case sensitive.
From Date	Enter the reporting from date in DD-MMM-YYYY format.
To Date	Enter the reporting to date in DD-MMM-YYYY format.

Report	Enter the currency short name as per set up in CS Lucas.
Ccy	This is case sensitive.

Note: Please ensure the values entered are valid for system to pull the data out in this cash worksheet. There is no validation check on the values entered.

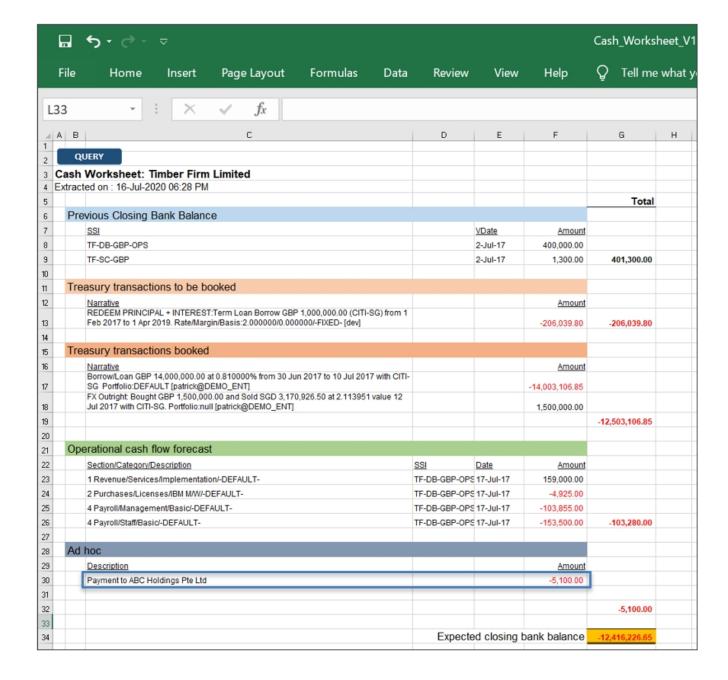
- 5. Then, click on Refresh button.
- 6. Wait a little while for the cash worksheet to populate the data.
- 7. Once it is done, you will see the accounting centre long name appears in the cash worksheet and also the date and timestamp of when the report is extracted.



8. The following explains the data pulled for each section.

Section	Remarks
Previous Closing Bank	This shows the closing balance for reporting
Balance	from date -1 day from the Actual Cash screen.
	This shows all portfolio transaction activities
Treasury transactions to be	that have yet to be booked in the reporting
booked	date range. For example, term loan periodic
	repayment.
Treasury transactions	This shows all portfolio transaction activities
booked	that are booked in the reporting date range.
	This shows forecast from "All Forecast" group
Operational cash flow	that are maintained for "-DEFAULT-" cycle and
forecast	"-DEFAULT-" source in the reporting date
	range.
Ad hoc	Users can include any ad-hoc items in the
Au noc	closing balance calculation.

9. If you wish to include any other ad-hoc or known/planned items in the closing balance calculation, simply add a row item under the Ad hoc section.



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	Ву	Changes
16-Jul-2020	TS	Created.