

# Period Cash Forecast

## PURPOSE

This document sets out the detailed steps for how to view the Period Cash Forecast screen.

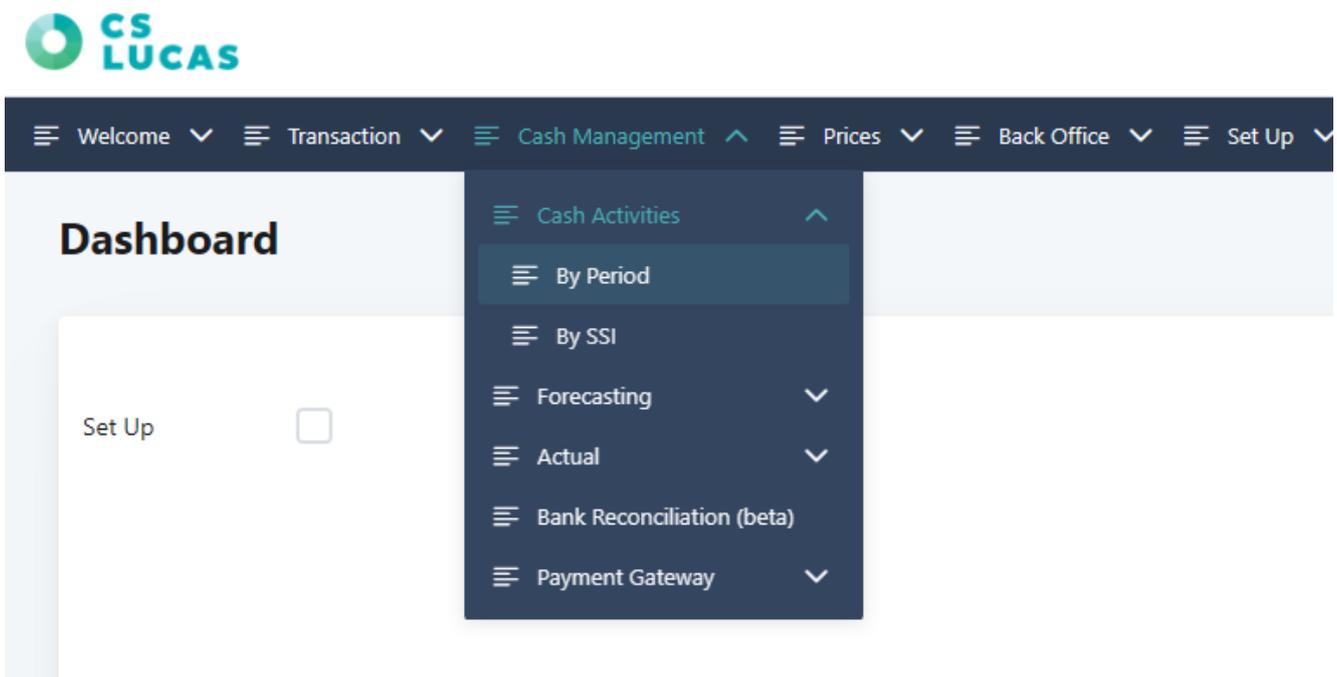
## WHY IS IT IMPORTANT

The Period Cash Forecast screen allows the user to view the overall cash projection for transactions that are booked in the system and overlay the forecast data maintained in the system for one entity or across a group of entities.

## PROCEDURE

1. From the welcome screen, select Cash Management > Cash Activities > By Period.

**Note:** To access this screen, please ensure you have the access rights 12322 Access Cash Activity By Period assigned.



2. The Period Cash Forecast screen is displayed. To view the cash projection, fill all fields marked with an asterisk, as they are mandatory.

3. Select the Accounting Centre or Accounting Centre groups. Accounting Centre

groups have a “+” sign in front of the short name.

4. Set the From Date and To Date to specify the date range to view the cash projection.

5. Select the Report Ccy.

6. Select the SSI. The user can choose a specific SSI or group of SSIs. Groups of SSIs appear under “+Groups” in the drop-down list.

7. The cycle field is set to default. If chosen, the default cycle will allow maintaining forecasts for an open-ended period. This can also be defined. For more information on how to set rolling forecast cycles, click [here](#).

8. The source field is also set to default. Source can be used to maintain forecasts for different purposes. For example, you may want to keep an aggressive forecast in the system. This can be done by creating a source called “Aggressive Forecast,” and then forecasts can be maintained under this source. For more information on how to set up the source, click [here](#).

9. Select the Period whether to view Daily, Weekly or Monthly.

10. After all mandatory fields are filled in, click Refresh and the screen below displays. In this example, it shows a weekly cash projection by SSI group from 3-Jul-2017.

**Period Cash Forecast**

Acct Ctr\* TFS-SG From Date\* 03/07/2017 To Date\* 31/12/2017 Report Ccy\* SGD  
 SSI\* TFS OPS+FIN Cycle\* 17.Q2.2 Source\* -DEFAULT- Period: Weekly

Refresh Action File/Note W27-3 Jul to W38-18 Sep

Section	Category	W27-3 Jul	W28-10 Jul	W29-17 Jul	W30-24 Jul	W31-31 Jul	W32-7 Aug	W33-14 Aug	W34-21 Aug	W35-28 Aug	W36-4 Sep	W37-11 Sep	W38-18 Sep
	Opening Cash	24,813,885.17	42,400,586.11	14,081,182.09	-22,122,373.97	-43,768,518.85	-77,532,203.15	-57,082,955.99	-98,598,845.33	-92,760,565.23	-126,333,596.96	-108,923,020.55	-147,122,724.75
▼ Treasury	Subtotal	-21,492.97	-40,467,671.33	-42,218,100.57	-23,394,119.89	0.00	2,738,527.16	-53,109,689.24	0.00	0.00	0.00	-49,539,829.11	0.00
	Foreign Exchange...	-21,719.00	-510,376.50	-40,442,165.57	2,087,029.11	0.00	0.00	-53,109,689.24	0.00	0.00	0.00	-49,539,829.11	0.00
	MM Rollover Cash	226.03	395.31	0.00	-25,481,149.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Money Market	0.00	-39,957,690.14	-1,775,935.00	0.00	0.00	2,738,527.16	0.00	0.00	0.00	0.00	0.00	0.00
▼ Forecast	Subtotal	17,608,193.91	12,148,267.31	6,014,544.51	1,747,975.01	-33,763,684.30	17,710,720.00	11,593,799.90	5,818,280.10	-33,553,031.73	17,410,576.41	11,340,124.91	5,791,471.00
1 Revenue	Hardware/Servers	16,468,603.60	12,755,660.67	6,315,271.73	1,835,373.75	7,824,943.41	16,596,256.00	12,173,489.90	6,109,194.10	8,677,951.66	16,281,105.22	11,907,131.15	6,081,044.55
1 Revenue	Services/Implem...	21,129,832.68	14,577,920.76	7,217,453.40	2,097,570.00	8,942,792.47	21,252,864.00	13,912,559.88	6,961,936.12	10,146,230.47	20,892,691.68	13,608,149.88	6,949,765.20
1 Revenue	Software/TMS	22,010,242.37	15,185,334.12	7,518,180.62	2,184,966.75	9,315,408.83	22,138,399.99	14,492,249.87	7,272,850.12	10,568,990.08	21,763,220.50	14,175,156.12	7,239,338.75
2 Purchases	Contract Staff/Info...	-11,005,121.18	-7,592,667.06	-3,759,090.31	-1,092,484.37	-4,657,704.41	-11,069,200.00	-7,246,124.94	-3,636,425.06	-5,284,495.04	-10,881,610.24	-7,087,578.06	-3,619,669.37
2 Purchases	Licenses/BM M/W	-9,244,301.80	-6,377,840.33	-3,157,635.86	-917,686.87	-3,912,471.71	-9,298,128.00	-6,086,744.95	-3,054,597.05	-4,438,975.84	-9,140,552.61	-5,953,565.57	-3,040,522.28
2 Purchases	Pur Others/Misc	-10,564,916.34	-7,288,960.38	-3,608,726.70	-1,048,785.00	-4,471,396.24	-10,626,432.00	-6,956,279.94	-3,490,968.06	-5,073,115.24	-10,446,345.84	-6,604,074.94	-3,474,882.60
3 Overheads	O/H Others/Rental	-880,409.69	-607,413.36	-300,727.22	-87,398.75	-372,616.35	-885,535.99	-579,689.99	-290,914.00	-422,759.61	-870,528.82	-567,006.24	-289,573.55
3 Overheads	Utilities/Power	-12,325,735.73	-8,503,787.11	-4,210,181.15	-1,223,582.50	-5,216,628.94	-12,397,504.00	-8,115,659.93	-4,072,796.07	-5,918,634.45	-12,187,403.48	-7,958,087.43	-4,054,029.70
4 Payroll	Management/Basic	0.00	0.00	0.00	0.00	-4,471,396.24	0.00	0.00	0.00	-5,073,115.24	0.00	0.00	0.00
4 Payroll	Staff/Basic	0.00	0.00	0.00	0.00	-36,744,615.12	0.00	0.00	0.00	-36,935,108.52	0.00	0.00	0.00
5 Capex	Equipment/Projec...	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5 Capex	Real Estate/Projec...	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6 Modelling	Financial/S/T Fin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6 Modelling	Financial/L/T Fin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Closing Cash	42,400,586.11	14,081,182.09	-22,122,373.97	-43,768,518.85	-77,532,203.15	-57,082,955.99	-98,598,845.33	-92,760,565.23	-126,333,596.96	-108,923,020.55	-147,122,724.75	-141,331,253.75
	Total Inflow	61,628,904.68	42,519,330.86	21,050,905.75	8,204,941.61	26,083,144.71	64,726,047.15	40,578,299.65	20,363,980.34	29,593,172.21	60,937,017.40	39,690,437.15	20,270,148.50
	Total Outflow	-44,042,203.74	-70,838,734.88	-57,254,461.81	-29,851,086.49	-59,846,829.01	-44,276,799.99	-82,094,188.99	-14,545,700.24	-63,146,203.94	-43,526,440.99	-77,890,141.35	-14,478,677.50
	Net Flow	17,586,700.94	-28,319,404.02	-36,203,556.06	-21,646,144.88	-33,763,684.30	20,449,247.16	-41,515,889.34	5,818,280.10	-33,553,031.73	17,410,576.41	-38,199,704.20	5,791,471.00

Snapshot:

11. While the user can set a flexible date range to view the cash projection, the screen allows viewing up to 12 periods only at one time. Users can use the date toggle feature to scroll to view future dates.



12. The forecasts are uneditable if the cash projection is viewed by accounting centre group or SSI group. To allow editing forecasts, please ensure you select a specific accounting centre, SSI and ensure the reporting currency is set to the same as the SSI currency. Only forecasts within the period dates of the forecast cycle selected can be edited.

13. When there are forecast edits, you'll see the forecast cells change to yellow.

**Period Cash Forecast**

Acct Cntr\* TFS-SG From Date\* 03/07/2017 To Date\* 31/12/2017 Report Ccy\* SGD  
 SSI\* TF-DB-SGD-OPS Cycle\* 17.Q2.2 Source\* -DEFAULT- Period: Weekly

Refresh Action File/Note Edited W27-3 Jul to W38-18 Sep

Section	Category	W27-3 Jul	W28-10 Jul	W29-17 Jul	W30-24 Jul	W31-31 Jul	W32-7 Aug	W33-14 Aug	W34-21 Aug
	Opening Cash	0.00	3,588,000.00	5,967,000.00	7,169,000.00	7,522,000.00	1,053,000.00	4,600,000.00	7,005,000.00
Forecast	Subtotal	3,588,000.00	2,379,000.00	1,202,000.00	353,000.00	-6,469,000.00	3,547,000.00	2,405,000.00	1,209,000.00
1 Revenue	Hardware/Servers	3,767,400.00	2,497,950.00	1,262,100.00	370,650.00	1,579,620.00	3,724,350.00	2,525,250.00	1,269,450.00
1 Revenue	Services/Impleme...	4,305,601.00	2,854,800.00	1,442,400.00	423,600.00	1,805,280.00	4,256,400.00	2,886,000.00	1,450,800.00
1 Revenue	Software/TMS	4,485,000.00	2,973,750.00	1,502,600.00	441,250.00	1,880,500.00	4,433,750.00	3,006,250.00	1,511,250.00
2 Purchases	Contract Staff/Info...	-2,242,500.00	-1,486,875.00	-751,250.00	-220,625.00	-940,250.00	-2,216,875.00	-1,503,125.00	-755,625.00

14. Forecast edits can be discarded or saved.

**Period Cash Forecast**

Acct Cntr\* TFS-SG From Date\* 03/07/2017 To Date\* 31/12/2017 Report Ccy\* SGD  
 SSI\* TF-DB-SGD-OPS Cycle\* 17.Q2.2 Source\* -DEFAULT- Period: Weekly

Refresh Action File/Note Edited W27-3 Jul to W38-18 Sep

- Export CSV
- Save Edit
- Discard edits

Section	Category	W27-3 Jul	W28-10 Jul	W29-17 Jul	W30-24 Jul	W31-31 Jul	W32-7 Aug	W33-14 Aug	W34-21 Aug
	Opening Cash	0.00	3,588,000.00	5,967,000.00	7,169,000.00	7,522,000.00	1,053,000.00	4,600,000.00	7,005,000.00
Forecast	Subtotal	3,588,000.00	2,379,000.00	1,202,000.00	353,000.00	-6,469,000.00	3,547,000.00	2,405,000.00	1,209,000.00
1 Revenue	Hardware/Servers	3,767,400.00	2,497,950.00	1,262,100.00	370,650.00	1,579,620.00	3,724,350.00	2,525,250.00	1,269,450.00
1 Revenue	Services/Impleme...	4,305,601.00	2,854,800.00	1,442,400.00	423,600.00	1,805,280.00	4,256,400.00	2,886,000.00	1,450,800.00
1 Revenue	Software/TMS	4,485,000.00	2,973,750.00	1,502,600.00	441,250.00	1,880,500.00	4,433,750.00	3,006,250.00	1,511,250.00
2 Purchases	Contract Staff/Info...	-2,242,500.00	-1,486,875.00	-751,250.00	-220,625.00	-940,250.00	-2,216,875.00	-1,503,125.00	-755,625.00

15. To discard edits, click Action > Discard edits. This will discard all unsaved edits.

16. To save edits, click Action > Save Edit. This will save all the changes made to the forecasts. Upon clicking Save Edit, users can enter comments and then click Yes once done.

**Note:** To save edits, you will need to have access rights 12323 Save Cash Activity By Period.

## Confirmation



 Are you sure you want to save the forecast changes?

Comment:

17. You will see a message when forecasts are saved successfully. Hovering over the forecast cells allows you to view any comments entered for the forecast changes.

**Period Cash Forecast**

Acct Cntr\* TFS-SG From Date\* 03/07/2017 To Date\* 31/12/2017 Report Ccy\* SGD

SSI\* TF-DB-SGD-OPS Cycle\* 17.Q2.2 Source\* -DEFAULT- Period: Weekly

W27-3 Jul to W38-16 Sep

**Forecast changes saved successfully**

Section	Category	W27-3 Jul	W28-10 Jul	W29-17 Jul	W30-24 Jul	W31-31 Jul	W32-7 Aug	W33-14 Aug
	Opening Cash	0.00	3,588,001.00	5,967,001.00	7,169,101.00	7,522,101.00	1,053,101.00	4,600,101.00
Forecast	Subtotal	3,588,001.00	2,379,000.00	1,202,100.00	353,000.00	-6,469,000.00	3,547,000.00	2,405,000.00
1 Revenue	Hardware/Servers	3,767,400.00	2,497,950.00	1,262,100.00	370,650.00	1,579,620.00	3,724,350.00	2,525,250.00
1 Revenue	Services/Impleme...	4,305,601.00	2,854,800.00	1,442,400.00	423,600.00	1,805,280.00	4,256,400.00	2,886,000.00
		(3/7) Adjusted f/c amount for Software/TMS for W29-17 Jul and Services/Implementation for W27-3 Jul.						
1 Revenue	Software/TMS	4,485,000.00	2,973,750.00	1,502,600.00	441,250.00	1,880,500.00	4,433,750.00	3,006,250.00
2 Purchases	Contract Staff/Info...	-2,242,500.00	-1,486,875.00	-751,250.00	-220,625.00	-940,250.00	-2,216,875.00	-1,503,125.00
2 Purchases	Licenses/IBM M/W	-1,883,700.00	-1,248,975.00	-631,050.00	-185,325.00	-789,810.00	-1,862,175.00	-1,262,625.00

18. To export the cash projection data on the screen to CSV, click Action > Export CSV.

19. To take a snapshot of the cash projection, check the Snapshot checkbox at the bottom left of the screen. Enter a subject, enter any comments and click Save Snapshot. At the confirmation pop-up prompt, click Yes.





## **CHANGE HISTORY**

Date	By	Changes
9-Feb-2026	TS	Created.