

Quick Start Guide - Cash Forecasting

[See previous W5 version guide](#)

PURPOSE

This document is a quick start guide to help users get started with CS Lucas's Cash Forecasting.

TABLE OF CONTENT

Section 1	Background
Section 2	Overview
Section 3	Master Data Set Up
	Currency
	Accounting Centre
	Accounting Centre Group
	Counterparty
	User Group
	User and Assign User Group
	Accounting Centre SSI
	Time Bucket
	Forecast Section/Category/Description
Section 4	Cash Management
	Operational Forecast
	Actual Cash Balance
	Cash Activities
Section 5	Tips and Tricks

SECTION 1 BACKGROUND

This quick start guide explains the steps required for maintaining forecast in CS

Lucas system.

We strongly recommend you spend a few minutes to familiarize yourself with the content of this quick start guide as it links to more details information as you progress.

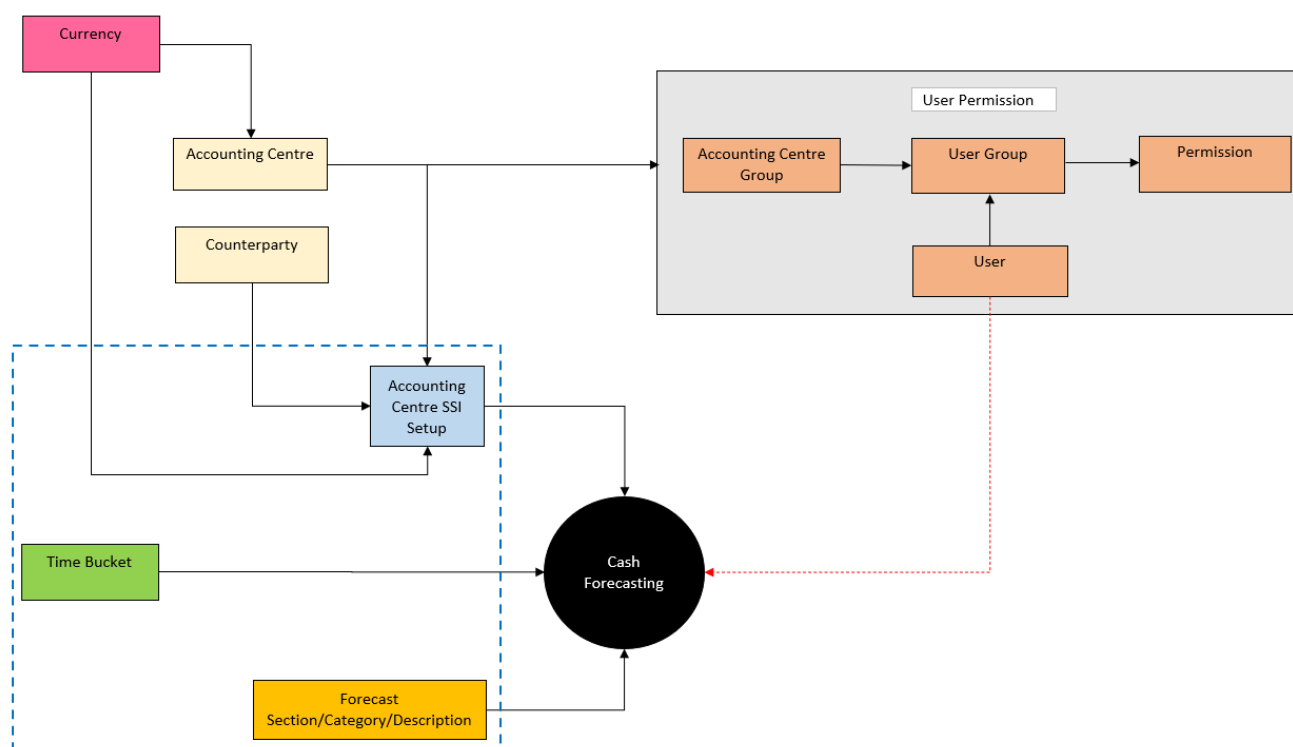
We suggest that you navigate around the system and read the context guide for

details of use; click on the icon



on the top right corner to access help specific to the feature of that page.

SECTION 2 OVERVIEW



This flow chart illustrates an overview of some pre-requisites set ups and dependencies between the modules in CS Lucas system for a first-time-through set up to use the cash forecasting module.

Each of these modules is explained in section 3 and 4 below.

SECTION 3 MASTER DATA SET UP

Currency

Purpose: To have a new currency for creating bank account for entity/

accounting centre.

Please check out the following user guides regarding

[Maintaining Currency](#)

Accounting Centre

Purpose: To have a new accounting centre for maintaining forecast.

Please check out the following user guides regarding

[Maintaining Accounting Centre](#)

To enable/ use the newly created accounting centre in the system, ensure the accounting centre is approved and is assigned to accounting centre group that is tagged to your assigned user access group. Please see below step to assign to accounting centre group.

Accounting Centre Group

Purpose: To facilitate the control of access rights of accounting centres that users can access/view and for reporting purposes.

Please check out the following user guides regarding

[Create Accounting Centre Groups and Assign Members](#)

Note: This is required for creating user group.

Counterparty

Purpose: To have a new counterparty for creating bank account.

Please check out the following user guides regarding

[Maintaining Counterparty](#)

User Group

Purpose: Define user roles by assigning permissions to user group.

Please check out the following user guides regarding

[Maintaining User Groups and Assigning Permissions](#)

Note: There is no pre-defined user roles in the system.

User and Assign User Group

Purpose: To create a new user and assign user group.

Please check out the following user guides regarding

[Maintaining Users and Assigned Groups](#)

Accounting Centre SSI

Purpose: To have a bank account for maintaining forecast

Forecast are maintained by SSI/ bank account in the system.

Please check out the following user guides regarding

[Maintaining Facility and Limit](#)

Time Bucket

Purpose: To have a time bucket setup for maintaining forecast.

Time bucket is user definable. User can create monthly, weekly, daily or any time bucket structure.

Please check out the following user guides regarding

[Maintaining Time Bucket](#)

Forecast Section/Category/Detail

Purpose: To have forecast template for maintaining forecast.

Please check out the following user guides regarding

[Maintaining Forecast Section/Category](#)

After the forecast template is set up, each entity/ accounting centre can maintain their own line of forecast details. Please check out the following

user guides on

[Maintaining Forecast Detail](#)

SECTION 4 CASH MANAGEMENT

Pre-requisites: Ensure all the master data in Section 3 are set up before proceeding to maintaining cash forecast.

Operational Forecast

Purpose: The CS Lucas Operational Forecast module is used for maintaining operational cash forecast.

Please check out the following guides regarding

Maintaining operational forecast

[Grid](#)

[List](#)

Importing operational forecast

[Grid](#)

[List](#)

[Cut and Paste List of Operational Forecast](#)

Actual Cash Balance

Purpose: The CS Lucas Actual Cash Balance module is used for maintaining actual cash and ledger balance.

Actual cash and ledger balance can be manually keyed in or imported into CS Lucas using standard Excel import template. Alternatively, bank statements can also be imported or read automatically into CS Lucas to update actual cash balance if integration to bank is set up.

Please check out the following guides regarding

[Updating Cash and Ledger Balance](#)

[Importing Statements](#)

Cash Activities


Purpose: The CS Lucas Cash Activities module is used for projecting cash by SSI/ bank account or currency over a user definable time horizon. It allows viewing by individual entity or a consolidated group view of all entities. It also supports overlaying of forecast information to have a full visibility of upcoming financial or funding requirements.

Please check out the following guides regarding


[Viewing Cash Activities](#)

SECTION 5 TIPS AND TRICKS



User Guides

Click  to access user guide on any page in the system. This help icon is at the top right of the page. See [Accessing User Guides](#).

Document Handling

This button  launches the document handler pertaining to the page where it is found. See [Documents and Notes](#).

Saving query parameters

These two buttons   are for saving and applying user favourite parameters. [Click for guide](#).

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
22-Feb-2021	T5	Created.
28-Jan-2025	T5	Updated to W6 instructions and screenshots.