Viewing Cash Activities (W5)

This version is superseded. Click here to view the latest guide.

PURPOSE

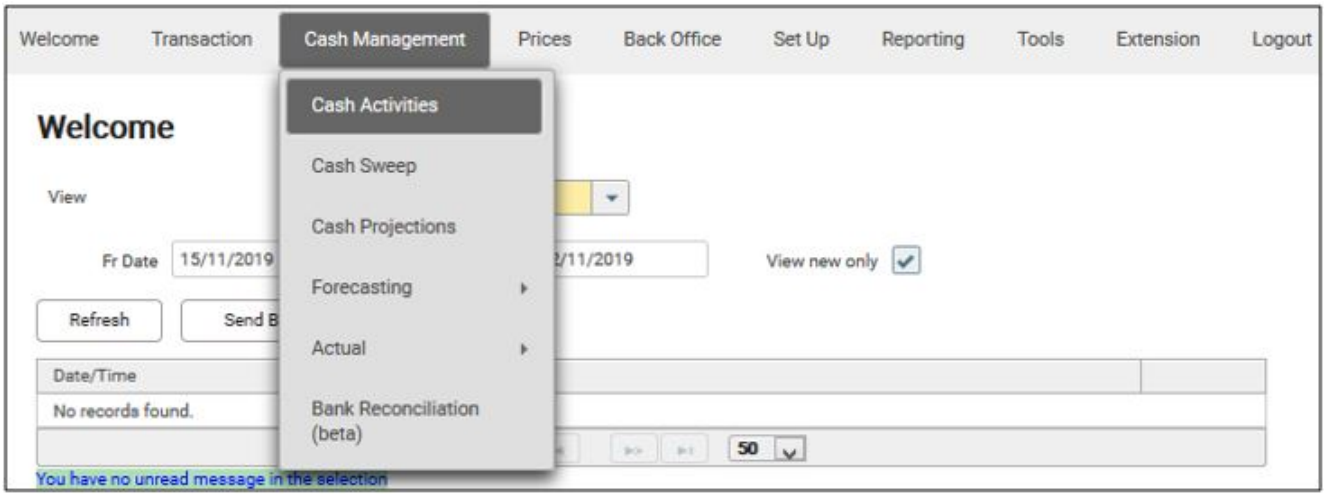
This document sets out the detailed steps for how to view the Cash Activities screen.

WHY IS THIS IMPORTANT?

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

PROCEDURE

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



2. The Cash Activities screen is displayed. Fill all fields with an asterisk, as they

are mandatory.

3. Select the Accounting Centre for which you wish to view the cash projection.

4. Set from date for when you wish to start viewing the cash projection.

5. Select the time bucket. Since this is user-definable, only those set up in the system will be shown in the dropdown. To know how to set this up, click here .

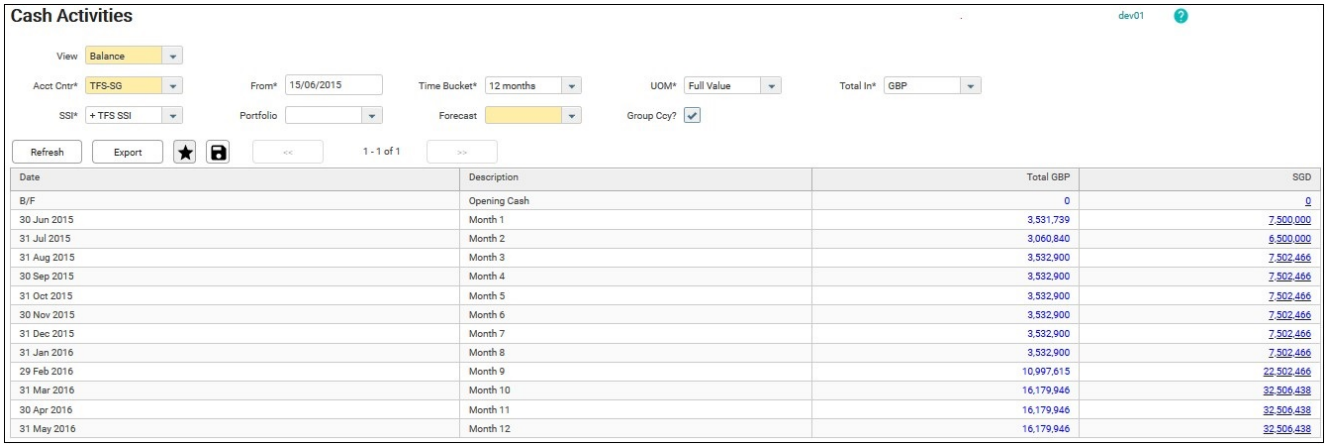
6. Choose the UOM. It can be in Thousands, Millions, or full value. Default is full value.

7. Select the reporting currency in the Total In field.

8. Select the SSI. The user can choose a specific SSI or group of SSIs. Group of SSIs have a "+" sign in front of the short name. To view an SSI, this must be set up. For more information on how to set this up, click here.

9. The system also allows excluding or including treasury activities from the cash flow projection by filtering based on portfolio. This may be chosen, but is not mandatory.

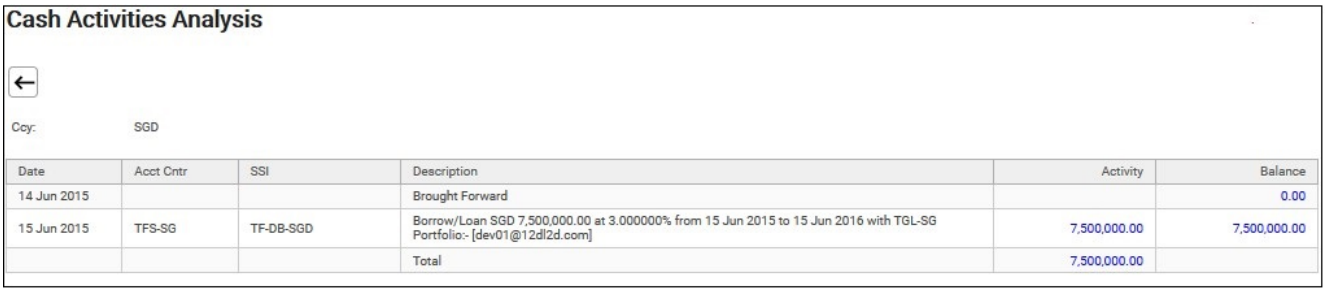
10. After all mandatory fields are filled in, click Refresh and the screen below displays. In this example, it shows a 12-month cash projection by SSI from 15-Jun-2015.



Date	Description	Total GBP	SGD
B/F	Opening Cash	0	0
30 Jun 2015	Month 1	3,531,739	7,500,000
31 Jul 2015	Month 2	3,060,840	6,500,000
31 Aug 2015	Month 3	3,532,900	7,502,466
30 Sep 2015	Month 4	3,532,900	7,502,466
31 Oct 2015	Month 5	3,532,900	7,502,466
30 Nov 2015	Month 6	3,532,900	7,502,466
31 Dec 2015	Month 7	3,532,900	7,502,466
31 Jan 2016	Month 8	3,532,900	7,502,466
29 Feb 2016	Month 9	10,997,615	22,502,466
31 Mar 2016	Month 10	16,179,946	32,506,438
30 Apr 2016	Month 11	16,179,946	32,506,438
31 May 2016	Month 12	16,179,946	32,506,438

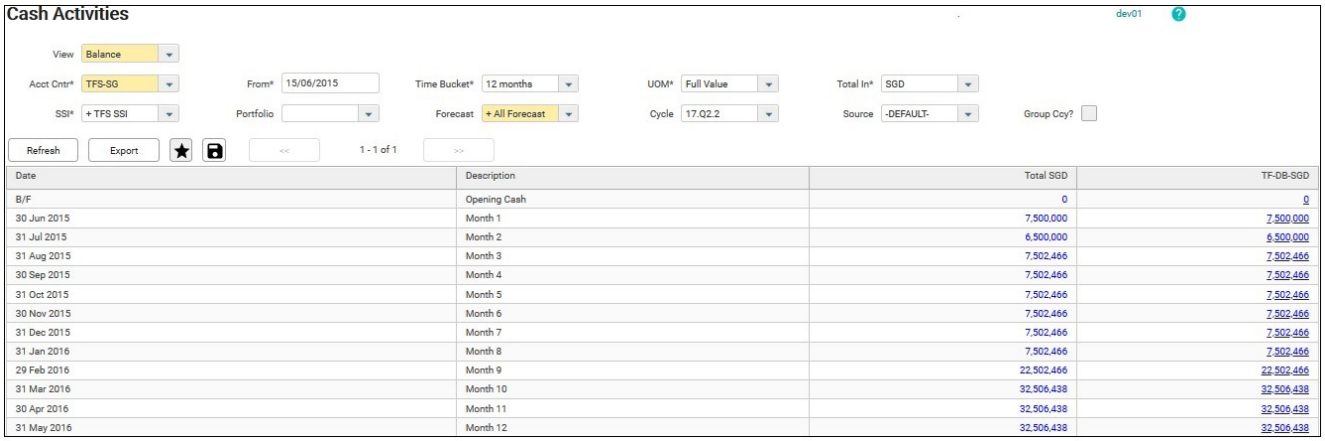
11. If you click on the balance hyperlinks, a breakdown analysis for individual treasury activities will be displayed. The system shows the brought forward amount, the activities from the treasury transactions, and the total ending balance. In this example, the balance dated 30-Jun-2015 was chosen to show the

screen below.



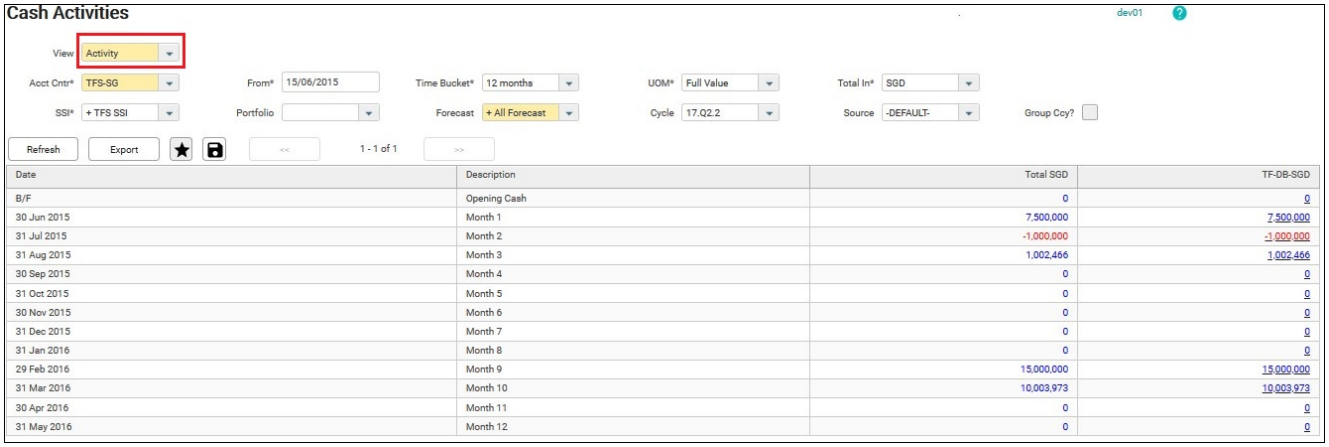
12. After viewing, click Back Button to go back to the Cash Activities screen.

13. On this screen, you can also overlay the forecast into the cash activities projection. Select individual forecast or group of forecasts to overlay by selecting the Forecast field. In this example, we select to overlay all forecasts. A forecast group is characterized by a '+' sign before the short name. To set up a forecast, click here. To set up a forecast group, click here.



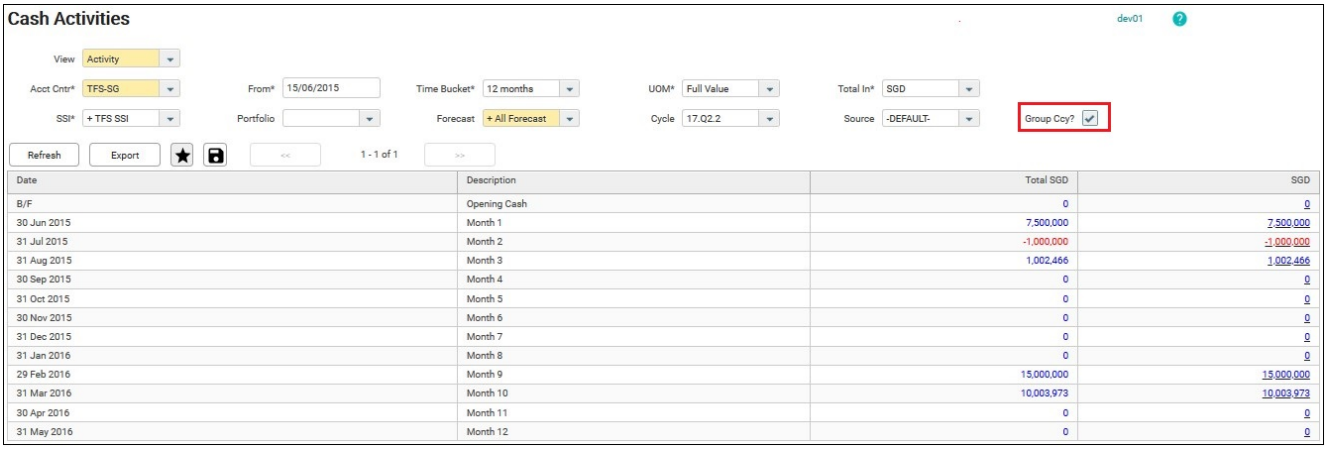
14. Once you have selected the forecast, click Refresh to overlay with forecast.

15. The view can also be switched by selecting Activity in the View field dropdown. Click Refresh to see the activities that took place in your cash projection.



Date	Description	Total SGD	TF-DB-SGD
B/F	Opening Cash	0	0
30 Jun 2015	Month 1	7,500,000	7,500,000
31 Jul 2015	Month 2	-1,000,000	-1,000,000
31 Aug 2015	Month 3	1,002,466	1,002,466
30 Sep 2015	Month 4	0	0
31 Oct 2015	Month 5	0	0
30 Nov 2015	Month 6	0	0
31 Dec 2015	Month 7	0	0
31 Jan 2016	Month 8	0	0
29 Feb 2016	Month 9	15,000,000	15,000,000
31 Mar 2016	Month 10	10,003,973	10,003,973
30 Apr 2016	Month 11	0	0
31 May 2016	Month 12	0	0

16. If you wish to view the cash activities projection by currency instead of SSI, tick on the Group Ccy checkbox, and click Refresh.



Date	Description	Total SGD	SGD
B/F	Opening Cash	0	0
30 Jun 2015	Month 1	7,500,000	7,500,000
31 Jul 2015	Month 2	-1,000,000	-1,000,000
31 Aug 2015	Month 3	1,002,466	1,002,466
30 Sep 2015	Month 4	0	0
31 Oct 2015	Month 5	0	0
30 Nov 2015	Month 6	0	0
31 Dec 2015	Month 7	0	0
31 Jan 2016	Month 8	0	0
29 Feb 2016	Month 9	15,000,000	15,000,000
31 Mar 2016	Month 10	10,003,973	10,003,973
30 Apr 2016	Month 11	0	0
31 May 2016	Month 12	0	0

17. To export the cash activities projection to Excel, click on the Export button.

FREQUENTLY ASKED QUESTIONS

FAQ01. How do I set up time bucket?

To set up time bucket, click here.

FAQ02. How do I set up SSI or SSI Group?

To set up SSI, click here. To set up SSI group, click here.

FAQ03. How do I set up forecast items or forecast group?

To set up forecast items click here. To set up a forecast group, click here.

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
28-Jul-2015	CS	Included section for FAQ
22-Dec-2015	Clarissa	Reformatted. Rewritten.
16-Jun-2016	Douglas	Proofread.
22-Nov-2019	Lyra	Updated Screenshots.