

Viewing Cash Activities (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

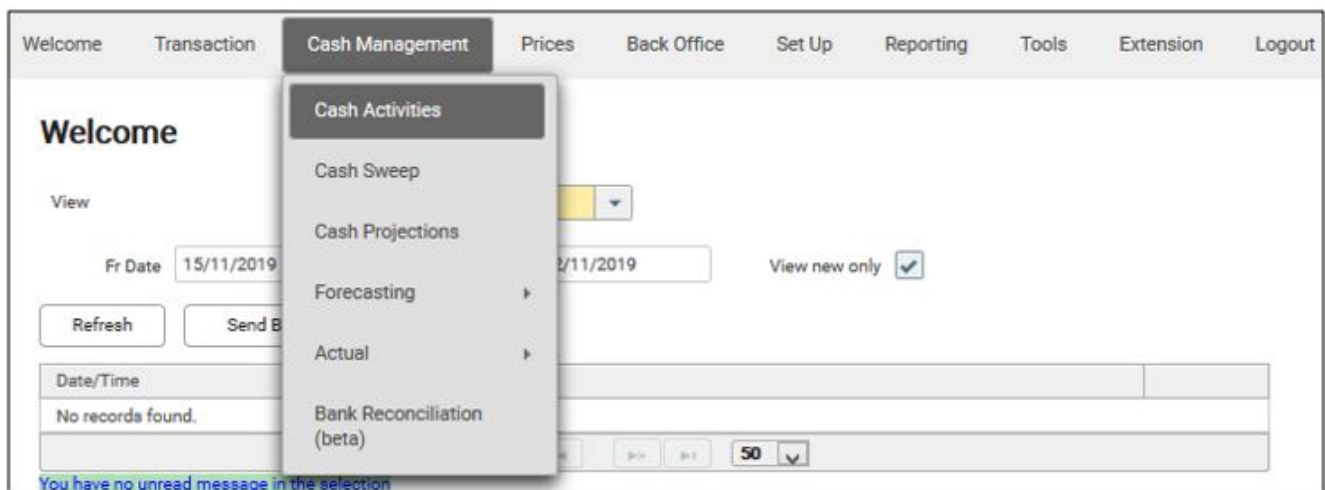
This document sets out the detailed steps for how to view the Cash Activities screen.

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.

Cash Activities dev01 ?

View: Balance

Acct Ctr*: TFS-SG From*: 15/06/2015 Time Bucket*: 12 months UOM*: Full Value Total In*: GBP


SSI*: + TFS SSI Portfolio: Forecast: Group Coy? ☒

Refresh Export ★ 📄 << 1 - 1 of 1 >>

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	23,502,466
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.

Cash Activities Analysis					
					
Ccy: SGD					
Date	Acct Cntr	SSI	Description	Activity	Balance
14 Jun 2015			Brought Forward		0.00
15 Jun 2015	TFS-SG	TF-DB-SGD	Borrow/Loan SGD 7,500,000.00 at 3.000000% from 15 Jun 2015 to 15 Jun 2016 with TGL-SG Portfolio:- [dev01@12d12d.com]	7,500,000.00	7,500,000.00
			Total	7,500,000.00	

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](#).

Cash Activities

dev01

View

Balance

Acct Cntr*

TFS-SG

From*

15/06/2015

Time Bucket*

12 months

UOM*

Full Value

Total In*

SGD

SSI*

+ TFS SSI

Portfolio

Forecast

+ All Forecast

Cycle

17.Q2.2

Source

-DEFAULT-

Group Ccy?

Refresh

Export

<<

1 - 1 of 1

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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	6,500,000	6,500,000
31 Aug 2015	Month 3	7,502,466	7,502,466
30 Sep 2015	Month 4	7,502,466	7,502,466
31 Oct 2015	Month 5	7,502,466	7,502,466
30 Nov 2015	Month 6	7,502,466	7,502,466
31 Dec 2015	Month 7	7,502,466	7,502,466
31 Jan 2016	Month 8	7,502,466	7,502,466
29 Feb 2016	Month 9	22,502,466	22,502,466
31 Mar 2016	Month 10	32,506,438	32,506,438
30 Apr 2016	Month 11	32,506,438	32,506,438
31 May 2016	Month 12	32,506,438	32,506,438

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.

Cash Activities dev01 ?

View: **Activity** (highlighted)

Acct Cntr*: **TFS-SG** From*: 15/06/2015 Time Bucket*: 12 months UOM*: Full Value Total In*: SGD

SSI*: + TFS SSI Portfolio: Forecast: + All Forecast Cycle: 17.Q2.2 Source: -DEFAULT- Group Ccy? ☐

Refresh Export 1 - 1 of 1

Date	Description	Total SGD	TF-08-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.

Cash Activities dev01 ?

View: **Activity**

Acct Cntr*: **TFS-SG** From*: 15/06/2015 Time Bucket*: 12 months UOM*: Full Value Total In*: SGD

SSI*: + TFS SSI Portfolio: Forecast: + All Forecast Cycle: 17.Q2.2 Source: -DEFAULT- Group Ccy? ☒ (highlighted)

Refresh Export 1 - 1 of 1

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.