

Viewing Cash Activities

[See the previous W5 version 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.

The screenshot shows the CS LUCAS system interface. At the top is a teal header with the logo. Below it is a navigation bar with various menu items: Welcome, Transaction, Cash Management (which is expanded), Prices, Back Office, Set Up, Reporting, Tools, and Extension. The 'Cash Management' dropdown menu is open, showing options: Cash Activities, Forecasting, Actual, Bank Reconciliation (beta), and Payments. The 'Cash Activities' option is selected. The main content area shows a 'Welcome' message and a 'View' section with filters for 'Fr Date' (13/02/2025) and 'To Date' (20/02/2025). There are buttons for 'Refresh' and 'Send Box', and a 'View new only' checkbox which is checked. Below this is a table with columns: Date/Time, By, Subject, and a 'Noted' column. The table contains one row: 13-Feb-25 8:07 AM, admin@devent1.com, Welcome Subject, and Noted. At the bottom, there is a pagination bar showing '1-1 of 1 records' and a dropdown menu set to '50'.

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 15 weeks cash projection by SSI from 03-Jul-2017.

Cash Activities

View

Balance

Acct Cntr*

TFS-SG

From*

03/07/2017

Time Bucket*

15 Weeks

UOM*

Full Value

Total In*

GBP

SSI*

+ TFS OPS+FIN

Portfolio

Forecast

Group Ccy?

Refresh

Action

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| Date | Description | Total GBP | TF-CI-USD | TF-DB-GBP-OPS | TF-DB-SGD | TF-DB-SGD-OPS | TF-DB-USD-OPS | TF-SC-GBP |
|-------------|--------------|-------------|-------------|---------------|--------------|---------------|---------------|-------------|
| B/F | Opening Cash | 1,490,402 | 700,000 | 400,000 | 0 | 300,000 | 500,000 | 1,300 |
| 9 Jul 2017 | Week 1 | 1,478,364 | -300,000 | 400,000 | 1,359,207 | 300,000 | 500,000 | 1,300 |
| 16 Jul 2017 | Week 2 | -21,203,679 | -299,714 | 400,000 | -16,814,473 | 300,000 | 500,000 | -12,474,637 |
| 23 Jul 2017 | Week 3 | -44,745,596 | 399,997 | 400,000 | -59,996,838 | 300,000 | 500,000 | -12,474,637 |
| 30 Jul 2017 | Week 4 | -57,946,951 | -18,310,003 | 400,000 | -57,909,809 | 300,000 | 500,000 | -12,474,637 |
| 6 Aug 2017 | Week 5 | -57,946,951 | -18,310,003 | 400,000 | -57,909,809 | 300,000 | 500,000 | -12,474,637 |
| 13 Aug 2017 | Week 6 | -56,403,790 | -17,109,714 | 400,000 | -56,809,557 | 300,000 | 500,000 | -12,474,637 |
| 20 Aug 2017 | Week 7 | -56,403,790 | -17,109,714 | 400,000 | -56,809,557 | 300,000 | 500,000 | -12,474,637 |
| 27 Aug 2017 | Week 8 | -56,403,790 | -17,109,714 | 400,000 | -56,809,557 | 300,000 | 500,000 | -12,474,637 |
| 3 Sep 2017 | Week 9 | -56,403,790 | -17,109,714 | 400,000 | -56,809,557 | 300,000 | 500,000 | -12,474,637 |
| 10 Sep 2017 | Week 10 | -56,403,790 | -17,109,714 | 400,000 | -56,809,557 | 300,000 | 500,000 | -12,474,637 |
| 17 Sep 2017 | Week 11 | -84,397,138 | -17,109,714 | 400,000 | -106,349,386 | 300,000 | 500,000 | -12,474,637 |
| 24 Sep 2017 | Week 12 | -84,397,138 | -17,109,714 | 400,000 | -106,349,386 | 300,000 | 500,000 | -12,474,637 |

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 of 1,359,207, dated 09-Jul-2017 was chosen to show the screen below.

| Cash Activities Analysis | | | | | |
|--------------------------|-----------|-----------|---|--------------|--------------|
| Cancel | | | | | |
| Ccy: SGD | | | | | |
| Date | Acct Cntr | SSI | Description | Activity | Balance |
| 2 Jul 2017 | | | Brought Forward | | 0.00 |
| 5 Jul 2017 | TFS-SG | TF-DB-SGD | FX Outright: Bought SGD 1,358,981.00 and Sold USD 1,000,000.00 at 1.358981 value 5 Jul 2017 with DBS-SG. Portfolio:DEFAULT [patrick@test_ent] | 1,358,981.00 | 1,358,981.00 |
| 8 Jul 2017 | TFS-SG | TF-DB-SGD | MM Lend/Place rollover residual:SGD 226.03 on 8 Jul 2017 with DBS-SG Portfolio:DEFAULT. From:MMK100001.00 [admin@devent1.com] | 226.03 | 1,359,207.03 |
| Total | | | | 1,359,207.03 | |

12. After viewing, click Cancel 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

View: Balance

Acct Cntr*: TFS-SG From*: 03/07/2017 Time Bucket*: 15 Weeks UOM*: Full Value Total In*: GBP

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

Refresh Action Star Print 1 - 6 of 6 << >>

| Date | Description | Total GBP | TF-CI-USD | TF-DB-GBP-OPS | TF-DB-SGD | TF-DB-SGD-OPS | TF-DB-USD-OPS | TF-SC-GBP |
|-------------|--------------|-------------|-------------|---------------|--------------|---------------|---------------|-------------|
| B/F | Opening Cash | 1,490,402 | 700,000 | 400,000 | 0 | 300,000 | 500,000 | 1,300 |
| 9 Jul 2017 | Week 1 | 11,307,108 | -300,000 | 4,451,000 | 1,359,207 | 3,889,000 | 5,407,000 | 1,300 |
| 16 Jul 2017 | Week 2 | -4,558,108 | -299,714 | 7,278,000 | -16,814,473 | 6,267,000 | 8,830,000 | -12,474,637 |
| 23 Jul 2017 | Week 3 | -24,747,998 | 399,997 | 8,646,000 | -59,996,838 | 7,469,000 | 10,551,000 | -12,474,637 |
| 30 Jul 2017 | Week 4 | -36,962,966 | -18,310,003 | 9,052,000 | -57,909,809 | 7,822,000 | 11,047,000 | -12,474,637 |
| 6 Aug 2017 | Week 5 | -55,910,039 | -18,310,003 | 1,231,000 | -57,909,809 | 1,353,000 | 1,210,000 | -12,474,637 |
| 13 Aug 2017 | Week 6 | -44,398,555 | -17,109,714 | 5,186,000 | -56,809,557 | 4,900,000 | 6,455,000 | -12,474,637 |
| 20 Aug 2017 | Week 7 | -37,849,495 | -17,109,714 | 7,802,000 | -56,809,557 | 7,305,000 | 9,806,000 | -12,474,637 |
| 27 Aug 2017 | Week 8 | -34,533,858 | -17,109,714 | 9,139,000 | -56,809,557 | 8,514,000 | 11,467,000 | -12,474,637 |
| 3 Sep 2017 | Week 9 | -53,738,844 | -17,109,714 | 1,518,000 | -56,809,557 | 1,801,000 | 1,494,000 | -12,474,637 |
| 10 Sep 2017 | Week 10 | -43,836,344 | -17,109,714 | 5,583,000 | -56,809,557 | 5,335,000 | 6,452,000 | -12,474,637 |
| 17 Sep 2017 | Week 11 | -65,421,756 | -17,109,714 | 8,294,000 | -106,349,386 | 7,550,000 | 9,674,000 | -12,474,637 |
| 24 Sep 2017 | Week 12 | -62,251,821 | -17,109,714 | 9,635,000 | -106,349,386 | 8,733,000 | 11,280,000 | -12,474,637 |

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

View: Activity

Acct Cntr*: TFS-SG From*: 03/07/2017 Time Bucket*: 15 Weeks UOM*: Full Value Total In*: GBP

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

Refresh Action Star Print 1 - 6 of 6 << >>

| Date | Description | Total GBP | TF-CI-USD | TF-DB-GBP-OPS | TF-DB-SGD | TF-DB-SGD-OPS | TF-DB-USD-OPS | TF-SC-GBP |
|-------------|--------------|-------------|-------------|---------------|-------------|---------------|---------------|-------------|
| B/F | Opening Cash | 1,490,402 | 700,000 | 400,000 | 0 | 300,000 | 500,000 | 1,300 |
| 9 Jul 2017 | Week 1 | 9,816,705 | -1,000,000 | 4,051,000 | 1,359,207 | 3,588,000 | 4,907,000 | 0 |
| 16 Jul 2017 | Week 2 | -15,865,216 | 286 | 2,827,000 | -18,173,680 | 2,379,000 | 3,423,000 | -12,475,937 |
| 23 Jul 2017 | Week 3 | -20,189,889 | 699,711 | 1,368,000 | -43,182,366 | 1,202,000 | 1,721,000 | 0 |
| 30 Jul 2017 | Week 4 | -12,214,968 | -18,710,000 | 406,000 | 2,087,029 | 353,000 | 496,000 | 0 |
| 6 Aug 2017 | Week 5 | -18,947,073 | 0 | -7,821,000 | 0 | -6,469,000 | -9,837,000 | 0 |
| 13 Aug 2017 | Week 6 | 11,511,484 | 1,200,289 | 3,955,000 | 1,100,252 | 3,547,000 | 5,245,000 | 0 |
| 20 Aug 2017 | Week 7 | 6,549,059 | 0 | 2,616,000 | 0 | 2,405,000 | 3,351,000 | 0 |
| 27 Aug 2017 | Week 8 | 3,315,637 | 0 | 1,337,000 | 0 | 1,209,000 | 1,661,000 | 0 |
| 3 Sep 2017 | Week 9 | -19,204,986 | 0 | -7,621,000 | 0 | -6,713,000 | -9,973,000 | 0 |
| 10 Sep 2017 | Week 10 | 9,902,501 | 0 | 4,065,000 | 0 | 3,534,000 | 4,958,000 | 0 |
| 17 Sep 2017 | Week 11 | -21,585,412 | 0 | 2,711,000 | -49,539,829 | 2,215,000 | 3,222,000 | 0 |
| 24 Sep 2017 | Week 12 | 3,169,935 | 0 | 1,341,000 | 0 | 1,183,000 | 1,606,000 | 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 | | | | | | | | | | |
|--|---------------|-------------|------------|--------------|----------------|-------|------------|-----------|-----------|--|
| View | Activity | | | | | | | | | |
| Acct Cntr* | TFS-SG | From* | 03/07/2017 | Time Bucket* | 15 Weeks | UOM* | Full Value | Total In* | GBP | |
| SSI* | + TFS OPS+FIN | Portfolio | | Forecast | + All Forecast | Cycle | 17.Q2.2 | Source | -DEFAULT- | Group Ccy? <input checked="" type="checkbox"/> |
| Refresh Action Star Print Previous Next 1 - 3 of 3 | | | | | | | | | | |
| Date | Description | Total GBP | GBP | SGD | USD | | | | | |
| B/F | Opening Cash | 1,490,402 | 401,300 | 300,000 | 1,200,000 | | | | | |
| 9 Jul 2017 | Week 1 | 9,616,705 | 4,051,000 | 4,947,207 | 3,907,000 | | | | | |
| 16 Jul 2017 | Week 2 | -15,865,216 | -9,648,937 | -15,794,680 | 3,423,286 | | | | | |
| 23 Jul 2017 | Week 3 | -20,189,889 | 1,368,000 | -41,980,366 | 2,420,711 | | | | | |
| 30 Jul 2017 | Week 4 | -12,214,968 | 406,000 | 2,440,029 | -18,214,000 | | | | | |
| 6 Aug 2017 | Week 5 | -18,947,073 | -7,821,000 | -6,469,000 | -9,837,000 | | | | | |
| 13 Aug 2017 | Week 6 | 11,511,484 | 3,955,000 | 4,647,252 | 6,445,289 | | | | | |
| 20 Aug 2017 | Week 7 | 6,549,059 | 2,616,000 | 2,405,000 | 3,351,000 | | | | | |
| 27 Aug 2017 | Week 8 | 3,315,637 | 1,337,000 | 1,209,000 | 1,661,000 | | | | | |
| 3 Sep 2017 | Week 9 | -19,204,986 | -7,621,000 | -6,713,000 | -9,973,000 | | | | | |
| 10 Sep 2017 | Week 10 | 9,902,501 | 4,065,000 | 3,534,000 | 4,958,000 | | | | | |
| 17 Sep 2017 | Week 11 | -21,585,412 | 2,711,000 | -47,324,829 | 3,222,000 | | | | | |
| 24 Sep 2017 | Week 12 | 3,169,935 | 1,341,000 | 1,183,000 | 1,606,000 | | | | | |

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 | C5 | Included section for FAQ |
| 22-Dec-2015 | Clarissa | Reformatted. Rewritten. |
| 16-Jun-2016 | Douglas | Proofread. |
| 22-Nov-2019 | Lyra | Updated Screenshots. |
| 20-Feb-2025 | Lyra | Updated to W6 instructions and screenshots. |