Special Report For:

Business Owner Managers Office Manager

Looking Ahead Series

Starting to Cashflow Forecast

- GST/VAT/Sales Tax & Bank
 - Direct Costs & Sales
 - Use of Scenarios

• Multiple Companies and or Cost Centres

• Different Currencies

• Views

• Graphs

• Bank, Investment & Loan Accounts

Multi-SWAC Limited 155A Trafalgar Street Nelson

New Zealand

Ph: 64 3 548 8960 Fax: 64 3 548 8970

E-mail: <u>enquire@multi-swac.co.nz</u> or <u>enquire@multi-swac.com</u> or <u>enquire@multi-swac.co.uk</u>

Looking Ahead – Graphs

In this article we will look at the setting up and altering graphs within Multi-SWAC Advanced.

Multi-SWAC Advanced can have as many line graphs as you need. We will add a graph for the Master > Consolidated > Consolidated > 2012 tab selection displaying the sales and direct cost amounts.

From the graph menu select Add Graph:

Enter Graph Name as Sales/Direct Cost, OK and you should now see a graph tab placed at the right of the Year tab. The screen will appear as below:



The next step is to right click in the body of the graph and click on Graph Setup. The Graph Option window is displayed:

ew Master 👻 🤅	Scenario (All)	Company	(All)
Select Series Income Direct Costs CODEC CURPLUE	Actual Colour	Year Series Setup	(All) Expected
GROSS SURPLUS Expenses NET SURPLUS BEFORE INTERE Interest NET SURPLUS BEFORE OTHER Other Income NET SURPLUS Capital Receipts Capital Expenses Capital Payments NET MOVEMENT BEFORE GST	Expected Colour	Select All Unselect A April May June July August September	
GST NET CASH MOVEMENT BNZ Bank A/C Investments Loans	Variance Colour	October November December January February March	

First of all we need to select the tabs that this will apply to. Setup View – Master Scenario – Consolidated Company – Consolidated Year – All

In the Select Series choose Income.

In the Series Setup select: Actuals – April and May Expected – all months Variances – unselect all months

In the Actual Colour make sure the Visible box is selected and click on the colour you want. Similarly for Expected Colour.

You should have the setup similar to below:

Graph Options

23

Select Series Income Direct Costs GROSS SURPLUS	Actual Colour	Year (All) Series Setup Expected Actuals Variances
Expenses NET SURPLUS BEFORE INTERE Interest NET SURPLUS BEFORE OTHER Other Income NET SURPLUS Capital Receipts Capital Expenses Capital Payments NET MOVEMENT BEFORE GST GST	Expected Colour	Select All Conselect All Conse
NET CASH MOVEMENT BNZ Bank A/C Investments Loans	Variance Colour	October V C November V C December V C January V C February V C March V C

Select Direct Costs and setup the same but use different colours. When saved you should have a line graph of the entered information:

As there is no data entered for May the graph goes to zero. Enter some actual data for May and see the graph alter see below.



If you go to any other combination of tabs you will see a blank graph. If you do not wish to have a graph, even a blank one showing, you can hide the graph. **Do not delete** as this will deleted all of the selected graph from all combinations, even the one you want to retain.

To hide the graph, right click on the graph tab and select Hide Graph.

Note more than one graph can be entered.

The next article we will look at the bank accounts, setting up investments and loans.

