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 – Views

Multi-SWAC Advanced also enables you to customise the user interface and to enter or import actual data.

Views enable various setups or different views of the data within the interface without affecting the data. The data is the same in all views, only the presentation of the data is different.

What we will do is add a view that will only display data relating to Apr 12. We will show the three columns Actual, Expected and Variances.

From the file menu select Cashflow > Add View. Should get:

Enter Month for the View Name and select OK. Should now get two tabs along the left hand side of the interface, Default and Month.

Drivi	ng a Business - Adv Exa	ample 4.cfa - Multi-SW	AC Advanced		
<u>F</u> ile <u>V</u>	iew <u>C</u> ashflow <u>I</u> tem	<u>N</u> ote <u>G</u> raph <u>H</u> elp			
🗋 🖸 🖨	; 🖬 🍯 🖪 🤋 🕅	Month	✓ Most Likely	+ Uptow	n 🔸
🗉 🏄	🗊 😽 🎽 🌾 🐐	1 2 2 2 2 2	*******	u 🚖 🗶)	L 72 🏊 🏣
Figure	s are GST Exclusiv	/e			
Defau	Consolidated Wo Consolidated Upt 2013	rst (Wt = 2) Mc rown (Wt = 1.00)			Wt = 3)
Month				Apr 12	May 12

We will alter the Default to Master by right clicking on the Default tab, select Edit View and enter Master for the name.

Reselect the Month view and both the Consolidated tabs.

From Cashflow > Display Options, edit the settings until you get:

Figures are	Column Setup	Total Hea	adings	
🔿 Tax Inclusive 💿 Tax Exclus	Actuals	Variances Total Tex	t Ar SURPLUS	opend Display Res
View Month	•	ŏ ŏ	PLUS BEFORE INTEREST	
Scenario Consolidated			PLUS BEFORE OTHER INC	Auto 🔻
Company Consolidated	July 🗖		PLUS	🔲 🗛 🗸
Year 2013	September	NET MO	/EMENT BEFORE	Auto 🔻
Number Formating Brackets Cents	October 🕅 November 🕅 December 🕅	NET CAS	H MOVEMENT	Auto 🔻
Calculations	January 🔄 February 🔄	8) 8) 8) 8)		
🔽 Include Hidden Columns	March 📃	m m		
ОК	Totals 📃 Percentages 🕅			

Select OK and you should now only see the three columns for the period Apr 12:

S D	Priving a Business - Adv Example 4.cfa - Multi-SV	VAC Advanced				
<u>F</u> ile	<u>V</u> iew <u>C</u> ashflow <u>I</u> tem <u>N</u> ote <u>G</u> raph <u>H</u> elp)				
D	🗃 🖬 🎒 🗟 🤋 🕺 🛛 Month	▼ Consolidated ▼	Consolidated	✓ 2013		
	🅭 🗊 🖓 🏹 🌾 🐐 🏦 🗶 🚬 🗎	· ** ** ** ** **	1212	4 <u>+</u> /++ +F +3		
Figu	ires are GST Exclusive]		
CL	Consolidated Worst (Wt = 2) Mo	ost Likely (Wt = 4) 1	Best (Wt = 3			
Aast	Consolidated Uptown Downtown					
Ē	2013					
Cont			Apr 12			
Month Master						
	Description	Actual	Expected	Variance		
	₽ INCOME					
	Sales	2	5,644	(5,644)		
	L Total Income	-	5,644	(5,644)		
	P DIRECT COSTS					
	Purchases	-	3,080	(3,080)		
	Total Direct Costs	-	3,080	(3,080)		
	GROSS SURPLUS	-	2,564	(2,564)		

If you select any other combination of tabs they will not have altered.

Entering Actuals

Actual amounts can be entered manually or be imported using the import function. Refer to the help to see the import formats that Multi-SWAC currently supports.

We will enter some amounts manually. There are a couple of ways to do this. Please note, you cannot enter data if you are on a Consolidated tab:

1. Double click on the item eg Sales and select the Edit Actuals button and you should get:

					Tax	Save & Close
Company	Uptown				GST	Save
Year	2013		ltem Type	Income	•	Cancel/Close
Name	Sales					E dit Expected
		🔲 Hid	le		Tax Rate	Previous Item
	Value					Next Item
Apr	il 0.0	0				Previous Year
Maj	y 0.0	0				Next Year
June	e 0.0	0				Previous Compar
Juļ	y 0.0	0				Next Company
Augus	it 0.0	0				- How company
eptembe	er 0.0	0				
Octobe	er 0.0	0				Conv
Novembe	er 0.0	0				Copy Down
Decembe	r 0.0	0				
Januarj	y 0.0	0				
Februar	y 0.0	0				
March	h 0.0	0				

Enter the value for the month (April). Can select Next Item button to move to the next item to enter further amounts. When you have finished entering data, select Save & Close.

2. Enter directly into the green column itself on the interface.

File View Cashflow Item Note Graph Help								
🗅 🗃 🖬 🎒 🗟 💡 🎌 Month	✓ Worst	4 10000	ptown					
_ ■ ¥ ᡛ ¾ ¼ ¼ ¼ ½ % % % ™ ≔ % % % ₩ ≫ % % % ₩ ≫ %								
gures are GST Exclusive			Mont	h > W				
Consolidated Worst (Wt = 2) M	ost Likely (Wt = 4)	Best (Wt	= 3)					
Consolidated Worst $(Wt = 2)$ M Consolidated Uptown $(Wt = 1.00)$	· ·							
2013 Sales/Direct Costs		_						
			Apr 12					
Description	GST	Actual	Expected	Variance				
FINCOME								
Sales	S	5,512	4,000	1,512				
Total Income		5,512	4,000	1,512				
DIRECT COSTS								
Purchases	S	0.00	-> 2,400	(2,400				
Total Direct Costs		\$ -	2,400	(2,400				
GROSS SURPLUS		5,512	1,600	3,912				

Select Most Likely and Uptown. The green column is not currently showing so click on the green box under Apr 12 (it should change from a cross to a tick and the actual column should display). For Sales enter 5512, select purchases and enter 2850. You should now have if you also show the Variance column:

B Driving a Business - Adv Example 4.cfa - Multi-SWAC <u>File View C</u> ashflow <u>I</u> tem <u>N</u> ote <u>G</u> raph <u>H</u> elp	Auvanceu			
🗅 🗃 🖬 🎒 📐 💡 🕺 🛛 Month 🛛 🗸	Most Likely	- Uptow	'n 🔻	2013 👻
- E 参 F - 新 新 新 新 新 新 22 22 22 22	2 12 12 12 <u>1</u>	⊾ ;≞ X2)	L 12 🏊 1:	tt + 🗂 + 🕱 🕴
Figures are GST Exclusive				
$\frac{1}{2}$ Consolidated Worst (Wt = 2) Most	Likoly (Wt - /	Post ($W_{\pm} = 2$	
	and a second		WL-2)	
	owntown (Wt	= 1.20)		
2013				
Wouth Month			Apr 12	
			\checkmark	
Description	GST	Actual	Expected	Variance
₽ INCOME				
Sales	S	5,512	5,000	512
^L Total Income		5,512	5,000	512
DIRECT COSTS				
Purchases	S	2,850	3,000	(150)
^L Total Direct Costs		2,850	3,000	(150)
GROSS SURPLUS		2,662	2,000	662

If you select the other Scenario tabs and turn on the Actual columns for Apr 12 you will see that the same amounts have been entered across all scenarios. Similarly for all Views.

With the Month View we have set up we are able to concentrate on the months performance without being distracted by other data. We are looking at a subset of all the data.

The next article we will look at graphing within Multi-SWAC Advanced.