



TIPS & TRICKS - SAGE MAS 90 & MAS 200

ESTIMATED CASH FLOW ANALYSIS REPORT

There is a handy report in the Bank Reconciliation Module that is often overlooked. It's the **Estimated Cash Flow Analysis Report**. This tool allows you to choose from average due days vs. actual due dates on your payables and receivables. Let's explore how to setup this report.

STEP BY STEP

1. Go to the **Bank Reconciliation Module**.
2. Select the **Reports Menu** and the **Estimated Cash Flow Analysis Report**. (My screenshot examples below are from version 4.30. Older versions will look a little different).

NOTE: There are several options when running this report. The first option is to define reporting periods. You will see that there are four periods that you can setup.



TIP: Start with period 4 and work your way backwards. Choose the time frame you'd like to analyze.

Select Field	Operand	Value
Bank Code	All	

(Continued on Page 2) ...

3. Next, consider your **projection options**. First choose your payable discount options; do you want to consider them or not?

Payable Discount Option: Take Discounts When Due
Cash Required Projection Format: Take Discounts When Due
Cash Expected Projection Format: Ignore Discounts
Include Open Purchase Orders:

4. Next, determine how you want to project your payables and receivables. You can select based on the invoice due date OR from the AVERAGE due date. Average due date is calculated using the invoice date from AP and the average days for payment on the vendor file (see the statistics tab in vendor maintenance). The same is true for accounts receivable. The average days due date is calculated based on the invoice date compared to the average number of days for payment (see the statistic tab in customer maintenance).

Payable Discount Option: Take Discounts When Due
Cash Required Projection Format: AP Invoice Due Date
Cash Expected Projection Format: AP Invoice Due Date
Include Open Purchase Orders:

5. Choose if you want open purchase orders included in your report.

Cash Expected Projection Format: AR Average Due Date
Include Open Purchase Orders:

6. At the top of the select screens are two important buttons; **Receipts and Disburse**. These buttons allow you to enter cash receipts and disbursements that are not reflected in your payables or receivables. An example would be payroll or loan payments or draws.
7. Click on **Disburse button**. Enter any payments you expect that are not in your open payables into the four periods.

(Continued on Page 3) ...

Disbursements

	Through	6/16/2010	7/1/2010	7/16/2010
Other Disbursements	6/15/2010	6/30/2010	7/15/2010	7/30/2010
Loan payments	2,500.00	5,000.00	2,500.00	5,000.00
Rents	.00	5,600.00	.00	5,600.00
Other	1,000.00	6,000.00	2,000.00	700.00
	.00	.00	.00	.00
	.00	.00	.00	.00
	.00	.00	.00	.00
Payroll Disbursements	20,000.00	35,000.00	20,000.00	35,000.00

OK Cancel ?

8. Click **OK** to exit.

9. Select which bank codes you would like to consider and you are ready to run your report.

View Estimated Cash Flow Analysis Report

	Through	6/16/2010	7/1/2010	7/16/2010
	6/15/2010	6/30/2010	7/15/2010	7/30/2010
Calculated Book Balance				
A Security Pacific Checking	8,394.50			
B Wells Fargo Payroll Cking	20,480.72			
C Bank Of America Savings	0.00			
D Wells Fargo Checking	53,295.00			
Beginning Cash Balance:	80,160.22	675,592.49	615,599.75	641,282.03
Cash Expected to Be Received:				
Accounts Receivable	630,171.90	8,707.39	35,182.28	13,597.37
Other Sources:				
Loan Draw	0.00	10,000.00	0.00	0.00
Sales of Machinery	0.00	0.00	15,000.00	0.00
Total Expected Cash:	630,171.90	18,707.39	50,182.28	13,597.37
Total Available Cash:	710,332.12	694,299.88	665,782.03	654,869.40
Cash Required to Be Disbursed:				
Accounts Payable	0.00	0.00	0.00	0.00
Open Purchase Orders	11,239.63	27,100.13	0.00	0.00
Payroll	20,000.00	35,000.00	20,000.00	35,000.00
Other Requirements:				
Loan payments	2,500.00	5,000.00	2,500.00	5,000.00
Rents	0.00	5,600.00	0.00	5,600.00
Other	1,000.00	6,000.00	2,000.00	700.00
Total Cash Requirements:	34,739.63	78,700.13	24,500.00	46,300.00
Ending Cash Balance:	675,592.49	615,599.75	641,282.03	608,569.40

Sample Report

10. Review your report. Each selection you made is clearly reflected.

Hope this helps you get more out of your software!

Regards,

Merilyn Van Zwieten

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CONTACT US ...

www.partners-in-tech.com



104 E. Roosevelt Rd | Wheaton, Illinois 60517 | mvz@partners-in-tech.com | (630) 462-7190 x277