

# Managing Cash Flow

Available in All Versions of Sage 50 Accounting

## Quick Reference Guide

### How can I manage my cash flow?

There are different ways you can manage your cash flow in Sage 50. To improve your cash flow, it is necessary to increase the money coming into your business (revenue) or decrease the money going out (expenses).

#### Increase money coming in

- **Set credit limits** – consider increasing credit limits for customers that pay their invoices quickly. This way they can buy more from you.
- **Bill customers sooner rather than later** - don't wait until the end of the month to bill your customers. Send out invoices as soon as possible. To quickly send out invoices, you can email them in PDF format.
- **Send collection letters** – if you have customers that are late with their payments, you can send out collection letters to remind them to pay.

#### Decrease money going out

- **Take advantage of discounts from vendors** - some vendors or suppliers will offer discounts if you pay them early.
- **Minimize expenses** – cut back on unnecessary supplies and resources. Also, you can set up budgets in Sage 50 to make sure you are managing your money properly.

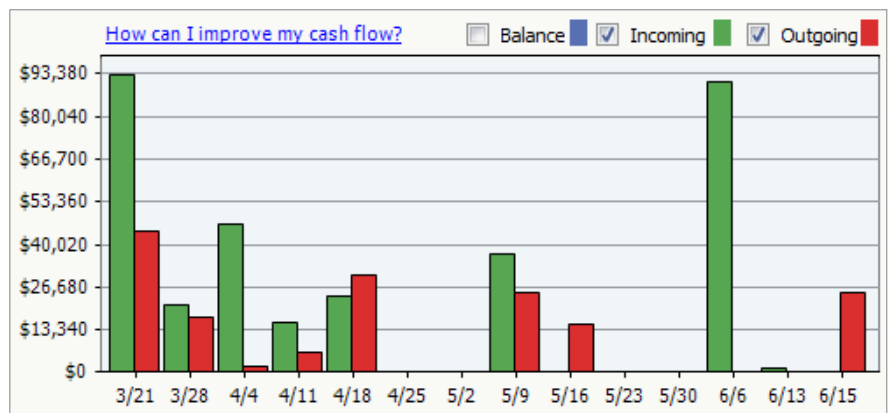
### Utilizing the Cash Flow Manager

The Cash Flow Manager is a tool that shows you the amount of cash expected to come in and go out. You can create forecast scenarios and export them to Microsoft Excel. To access the Cash Flow Manager, go to the Banking Navigation Center, click Analysis Tool, and then select Cash Flow Manager. You can view information as a summary or graph.

**Quick summary** of incoming and outgoing cash

**Graph** of incoming and outgoing cash

Expected Cash Flow Totals	
Mar 15 2015 to Mar 15 2016	
Starting cash:	\$7,022.68
Incoming:	\$200,781.52
Outgoing:	\$75,324.44
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Ending cash:	\$132,479.76



### Viewing the Statement of Cash Flow

The Statement of Cash Flow shows you the details of cash coming in and going out for a certain time frame. Use this report to monitor the amount of money you are using in investing and financing activities and to see the amount of cash that comes from operating activities. You can also see your starting and ending cash balance and whether you had a net increase or decrease in cash.

	Current Month	Year to Date
Equipment	(1,575.00)	(1,575.00)
Organization Costs	(2,500.00)	(2,500.00)
<b>Net cash used in investing</b>	<b>(5,575.00)</b>	<b>(5,575.00)</b>
<b>Cash Flows from financing activities</b>		
<b>Proceeds From</b>		
Notes Payable-Noncurrent	27,000.00	27,000.00
Beginning Balance Equity	39,002.00	39,002.00
Paid-in Capital	500.65	500.65
<b>Used For</b>		
<b>Net cash used in financing</b>	<b>66,502.65</b>	<b>66,502.65</b>
<b>Net increase &lt;decrease&gt; in cash</b>	<b>\$ 99,007.24</b>	<b>\$ 394,218.65</b>
<b>Summary</b>		
Cash Balance at End of Period	\$ 505,382.13	\$ 505,382.13
Cash Balance at Beg of Period	(505,382.13)	(27,343.66)
<b>Net Increase &lt;Decrease&gt; in Cash</b>	<b>\$ 0.00</b>	<b>\$ 478,038.47</b>

### Did you know?

The Business Status Navigation Center shows customers who owe you money and vendors you need to pay. You can also view a pie chart of your Aged Receivables and Aged Payables. View the total amount that is owed to you and how much money is past due. To view more details for your aging reports, click the pie chart or select the link to view the report. In Sage 50 Quantum, the Business Status Navigation Center is replaced by My Dashboard, which allows you to choose only the information you want and arrange it in order of preference.

Aged Receivables				
	Key	Days Overdue	Amount	Percent
	0 - 30		\$247,565.59	92.3 %
	31 - 60		\$20,615.04	7.7 %
	61 - 90		\$0.00	0.0 %
	Over 90 days		\$0.00	0.0 %
	<b>Total</b>			<b>\$268,180.63</b>

[View Customer List](#)
[Receive Payment](#)  
[View Aged Receivables Report](#)

For more info, visit: [Sage.com](http://Sage.com)  
 or contact us at 866-996-7243