

Using the Cash Flow Manager

Available in All Versions of Sage 50 Accounting

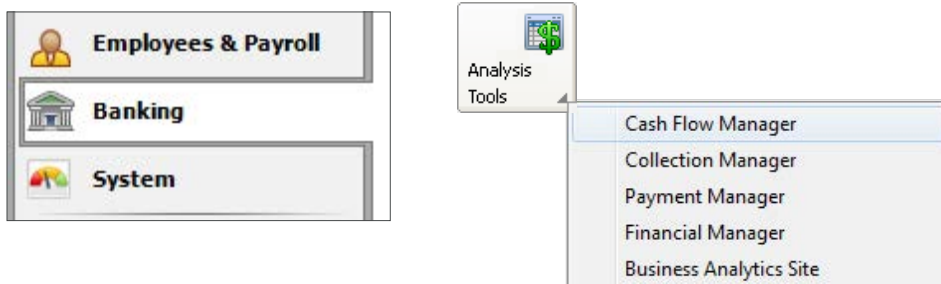
Quick Reference Guide

What is the Cash Flow Manager?

This is a tool that helps you keep track of the cash coming in and going out of your business. You can even create forecast scenarios and export them to Microsoft Excel. You can view expected incoming and outgoing cash. This can help you determine how much cash you will have to pay your bills.

How do I get to the Cash Flow Manager?

Go to the **Banking Navigation Center** > Analysis Tool > Cash Flow Manager.



How do I create forecast scenarios?

You can enter adjustments and change balances so you can forecast the flow of cash in and out of your business over a period of time. For example, you might want to see how a major purchase will affect your cash flow.

Starting Cash								Expected Incoming Cash								Expected Outgoing Cash							
Include	Details	Type	Number	ID	Name	Pay Date	Amount																
<input checked="" type="checkbox"/>	N/A	Adjust...	6000	KIDD	Enter a "what if" transaction		\$5,000.00																
<input checked="" type="checkbox"/>	Detail	Purchase	B 1008	NATLBANK	National Trust Bank	Apr 7 2011	\$18.00																
<input checked="" type="checkbox"/>	Detail	Purchase	4	AKERSON	Akerson Distribution	Apr 7 2011	\$5,179.20																
<input checked="" type="checkbox"/>	Detail	Purchase	B 1007	MILES	Miles Maintenance & Repair	Apr 6 2011	\$65.00																
<input checked="" type="checkbox"/>	Detail	Purchase	54452	KIDD	Kidd Computers	Apr 6 2011	\$459.90																
<input checked="" type="checkbox"/>	Detail	Purchase	45541	DANIEL	Daniel Lawn Pro, Inc.	Apr 6 2011	\$75.00																
<input checked="" type="checkbox"/>	Detail	Purchase	B 1023	CLINE	Cline Construction, Inc.	Apr 5 2011	\$55.65																
<input checked="" type="checkbox"/>	Detail	Purchase	14222	GULLEY	Gulley Printing	Apr 4 2011	\$675.00																
Total:							\$29,982.63																

How can I change some of the information in the Cash Flow Manager?

Click **Change Cash Flow Settings** to open the Cash Flow Settings window. You can change the transaction types that are included in your expected incoming and outgoing cash, as well as modify the time frame, and specify whether you want projections based on historical or open transactions.

Overall Settings

Projection based on: Open transactions

Time frame: Next 30 days

Starting Cash

Do you want to show inactive cash accounts? Yes No

Expected Incoming Cash

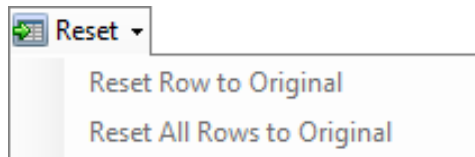
Include	Transaction Type
<input checked="" type="checkbox"/>	Invoice
<input checked="" type="checkbox"/>	Receipt
<input checked="" type="checkbox"/>	Customer Credit
<input checked="" type="checkbox"/>	General Journal
<input checked="" type="checkbox"/>	Prepayment
<input checked="" type="checkbox"/>	Vendor Receipt
<input type="checkbox"/>	Quote
<input type="checkbox"/>	Proposal
<input type="checkbox"/>	Sales Order

Expected Outgoing Cash

Include	Transaction Type
<input checked="" type="checkbox"/>	Purchase
<input checked="" type="checkbox"/>	Payroll
<input checked="" type="checkbox"/>	Payment
<input checked="" type="checkbox"/>	Vendor Credit
<input checked="" type="checkbox"/>	General Journal
<input checked="" type="checkbox"/>	Prepayment
<input checked="" type="checkbox"/>	Customer Payment
<input type="checkbox"/>	Purchase Order

Did you know?

- The changes that you make in the Cash Flow Manager do not affect your general ledger reports.
- You can click **Reset** if you want to reset all modified dates and amounts to their original value. This will only reset the information on the tab you are viewing.



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or contact us at 866-996-7243