

Using the Cash Flow Manager

Available in All Versions of Sage 50 Accounting

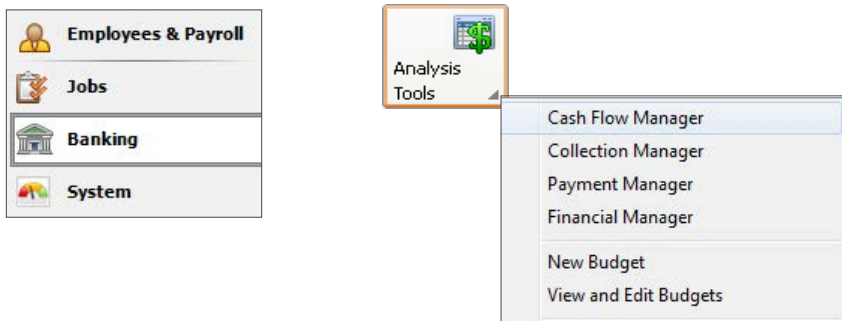
Quick Reference Guide

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 an upcoming expense will affect your cash flow.

Starting Cash		Expected Incoming Cash		Expected Outgoing Cash		Change Cash Flow Settings	
Include	Details	Type	Number	ID	Name	Pay Date	Amount
<input type="checkbox"/>	N/A	Adjust...	6000	KIDD	New Equipment	Nov 17 2015	\$5,000.00
<input type="checkbox"/>	Detail	Purchase	SG-11416	SOGARDEN	Southern Garden Wholesale	Sep 1 2015	\$16,985.00
<input checked="" type="checkbox"/>	Detail	Purchase	B-2001	HUBBARD	Hubbard Wholesale	Mar 22 2015	\$55.60
<input checked="" type="checkbox"/>	Detail	Purchase	AR-021703	DEJULIA	DeJulia Wholesale Suppliers	Mar 19 2015	\$1,250.50
<input checked="" type="checkbox"/>	Detail	Payroll	1293	VKILBOURNE	Vincent O. Kilborune	Mar 15 2015	\$759.00
<input checked="" type="checkbox"/>	Detail	Payroll	1292	VANSELL	Virginia L. Ansell	Mar 15 2015	\$965.72
<input checked="" type="checkbox"/>	Detail	Payroll	1291	TRIDDELL	Tyler F. Riddell	Mar 15 2015	\$756.11
<input checked="" type="checkbox"/>	Detail	Payroll	1290	TRIDDELL	Tyler F. Riddell	Mar 15 2015	\$1,250.50
Total:							\$36,390.13

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** [What is this?](#)

Time frame: **Next 14 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

Show invoices over 30 days overdue

Expected receipt date based on:
Transaction due date

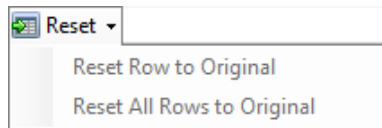
Expected Outgoing Cash

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

Show purchases over 30 days late

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 dates and amounts that have been modified to their original value. This will only reset the information on the selected tab.



For more info, visit: Sage.com
or contact us at 866-996-7243