

# **MODULE 6: CASH FLOW FORECAST**

## **Module Overview**

In Microsoft Dynamics® NAV2013, you use the cash flow forecast to generate predictions of a company's cash flow. A company's cash flow indicates its financial solvency and reveals whether the company can meet its financial obligations in a timely manner.

Additionally, the cash flow is a general term for the state of currency assets of a company, such as cash balances, demand funds, checks, or giro funds. However, other company assets also contribute to the cash flow, such as securities and receivables. These assets contribute to the cash flow in different cash ratios. The cash ratio depends on the timing of the conversion of the asset to currency by a sale.

To make sure a company is solvent, a future-oriented planning instrument is necessary. Building on the currency assets of the previous period, the program creates a periodic compilation and calculation of the forecasted operational revenues and expenses. Then, the program calculates the cash surplus or the cash deficit. According to these results, the company can make adjustment measures, such as a credit reduction for a surplus, or borrowing if there is a deficit.

You can use the cash flow forecast in Microsoft Dynamics NAV2013 to help secure a company's solvency, and to create a comprehensive planning analysis of the company's cash flow.

### **Objectives**

The objectives are:

- Explain the functions of the cash flow forecast.
- Explain the setup of the Chart of Cash Flow Account, Cash Flow Setup and Cash Flow Payment Terms.
- Explain how to create cash flow forecasts by using Cash Flow Forecast Cards and Cash Flow Manual Revenues and Expenses.
- Explain how the Cash Flow Worksheet is used.
- Review the registration of the cash flow through Cash Flow Forecast Entries.
- Explain the different Cash Flow Forecast Reporting possibilities.

## Functions of the Cash Flow Forecast

In Microsoft Dynamics NAV 2013, the cash flow forecast offers several functions that you can use to help secure the solvency of your company.

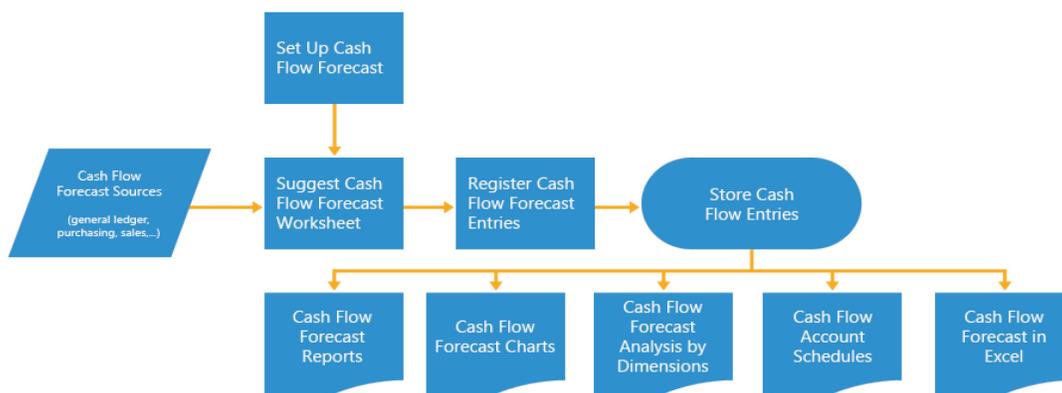
You can capture different cash flow plans and establish one or more cash flow forecasts that you can use to create plans from different viewpoints. These plans can then be organized into accounts that you can set up. Typically, the structure of these accounts corresponds to the high level structure of your general ledger chart of accounts and cash flow plans.

When you do the planning, you can incorporate values from the General Ledger (G/L), Sales, Purchasing, Service, and Fixed Assets application areas.

The General Ledger area provides information about the liquid funds that are available and the budget values of the company. The Purchasing area provides the values of the current open payables and any forecasted debts from open purchase orders. The Sales area provides information on the current open receivables, and the forecasted receipts from open sales orders. The Service area provides information on open service order lines that flow into the cash flow forecast. If, in Fixed Assets, the projected disposals are recorded and future asset purchases are budgeted, these values can also be incorporated into the cash flow calculation.

Additionally, with the cash flow forecast, you can administer manual revenues and expenses and integrate them into the forecast.

For the analysis of your forecast, you can use various pages and reports that show the statistics that relate to availability and timeline overviews. Because these are flexible, you can set them up according to your account structure.



**FIGURE 6.1: CASH FLOW FORECAST PROCESS OVERVIEW**

## Setting Up Cash Flow Forecasts

With the cash flow forecast in Microsoft Dynamics NAV, you can create several forecasts in parallel. For example, for every month, you can newly calculate the cash flow of your business and save the values as history.

You use cash flow forecasts to capture the calculations and save them. For each cash flow forecast, you create a cash flow forecast card and complete the corresponding setup.

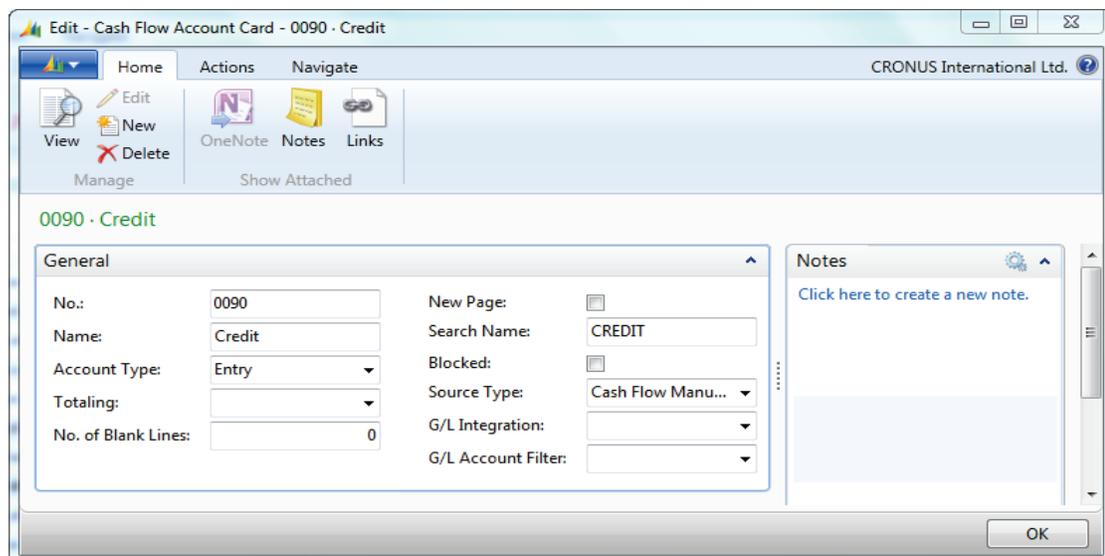
### Chart of Cash Flow Accounts

The most basic feature of cash flow is the chart of cash flow accounts in which all cash flow forecast entries are registered. In the cash flow forecast, the program arranges the individual values that affect the cash flow of your company by using the cash flow accounts. These accounts can be set up by following the high level structure of your financial chart of accounts.

For example, in February of this year, you plan to establish a credit, because larger acquisitions are planned in this time period. In your cash flow forecast, you want to assign this receipt of money to a separate account. Create the account 0090 Credit in the **Chart of Cash Flow Accounts**.

To set up the **Chart of Cash Flow Accounts**, follow these steps.

1. In the **Search** box, type **Chart of Cash Flow Accounts**, and click the related link.
2. Click **New** to create a new **Cash Flow Account Card**.



**FIGURE 6.2: CASH FLOW ACCOUNT CARD WINDOW**

3. In the **No.** field, enter 0090.
4. In the **Name** field, enter Credit.
5. In the **Account Type** field, enter Entry. The other options are, similar to a general ledger account:
  - **Heading**
  - **Total**
  - **Begin-Total**
  - **End-Total**
  
6. In the **Source Type** field, enter Cash Flow Manual Revenue. With this field, you control the source type that is used as the default value when you enter lines in the Cash Flow Worksheet. The options are as follows:
  - **Receivables**
  - **Payables**
  - **Liquid Funds**
  - **Cash Flow Manual Expense**
  - **Cash Flow Manual Revenue**
  - **Sales Orders**
  - **Purchase Orders**
  - **Fixed Assets Budget**
  - **Fixed Assets Disposal**
  - **Service Orders**
  - **G/L Budget**
  
7. The **G/L Integration** is only relevant when a cash flow account is integrated with the general ledger. The **G/L Integration** field has the following options:
  - **Balance** –The current balance of the general ledger accounts that are used in the cash flow forecast calculation. Typically used for liquid funds.
  - **Budget** – The budgeted entries of the general ledger that are used in the cash flow forecast calculation. Typically used to include relevant Profit and Loss (P/L) budget values.
  - **Both** – Both options.
  
8. The **G/L Account Filter** field should be specified if the G/L Integration is set. Enter the general ledger accounts from where the balance and, or the budget entries should be derived.
9. Click **OK** to close the **Cash Flow Account Card** page.

- To update the structure of the chart of accounts, click **Indent Chart of Accounts** on the **Home** tab.

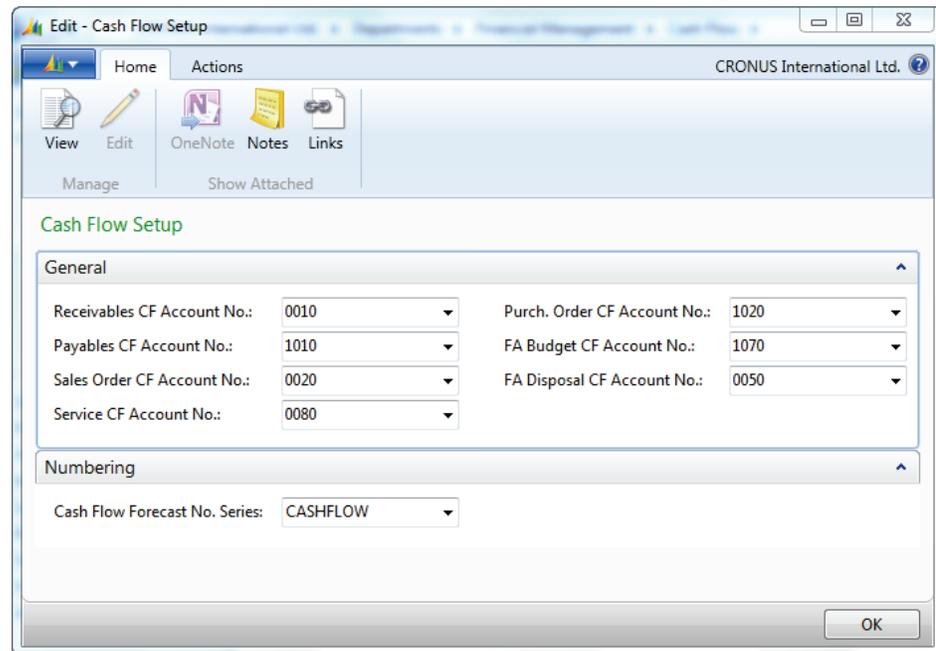
**Note:** The indent function moves all End-Totals to the corresponding Begin-Totals and indents the accounts that lie in between. For accounts of the type End-Totals, the total for the accounts that must be summed up are filled in the Totaling column. If there is already an entry here, it is overwritten.

## Cash Flow Setup

The program uses a function to automatically calculate the current cash flow of the company. To make sure that the relevant information in the cash flow forecast appears in the correct accounts, you must use the **Cash Flow Setup** page. You use this page to establish which accounts must be used for the entries in the sales, purchases, service, and fixed assets areas.

To access the **Cash Flow Setup** page, follow these steps.

- On the navigation pane, click **Departments**.
- Click **Financial Management**, then click **Cash Flow**, and then click **Cash Flow Setup**.



**FIGURE 6.3: CASH FLOW SETUP WINDOW**

- Expand the **General** FastTab. The following fields are available:
  - Receivables CF Account No.** – Enter the number of the cash flow account in which the values for open receivables will be registered. The program uses open customer ledger entries to calculate open receivables.

- **Payables CF Account No.** – Open payables are registered in this cash flow account. The program uses open vendor ledger entries to calculate the open payables.
  - **Sales Order CF Account No.** – All open sales orders are registered in this cash flow account. The program uses all sales orders that are not yet fully invoiced to calculate the order volume.
  - **Service CF Account No.** – All open service order item lines are registered in the cash flow account. For this calculation, the program uses all service orders that are not yet invoiced.
  - **Purch. Order CF Account No.** – Enter the number of the cash flow account in which open purchase orders will be registered. The purchase order volume originates from all purchase orders that are not yet fully invoiced.
  - **FA Budget CF Account No.** – Enter the number of the cash flow account in which the acquisition costs of the budgeted fixed assets will be registered.
  - **FA Sales CF Account No.** – Enter the number of the cash flow account in which the proceeds from the planned fixed assets sales are registered.
4. Expand the **Numbering** FastTab.
- **Cash Flow Forecast No. Series** – Select the number series that the program uses to number cash flow forecasts.
5. Click **OK** to close the **Cash Flow Setup** page.

### Cash Flow Payment Terms

In addition to the standard payment terms of customers and vendors, you can specify your own methods of payment for the cash flow forecast, in the **Cash Flow Payment Terms Code** field. This field is available on the customer and vendor card.

To open the **Customer Card** page, follow these steps.

1. On the navigation pane, click **Departments**.
2. Click **Financial Management**, click **Receivables**, and then click **Customers**.
3. Select a customer and then click **Edit**.
4. Expand the **Payments** FastTab.
5. Fill in the **Cash Flow Payment Terms Code** field, by selecting an option from the **Payment Terms** table.
6. Click **OK** to close the **Customer Card** page.

## Creating Cash Flow Forecasts

### Demonstration: Setting Up a Cash Flow Forecast Card

**Scenario:** You want to calculate the cash flow of your company on February 25, 2014. Therefore, set up a new cash flow card. Include neutral payments and the financial budget from February 1, 2014 to December 31, 2014 in the plan. Do not consider the discounts or the cash flow payment conditions.

#### Demonstration Steps

1. Set the work date to 02/25/14.
  - a. On the **Microsoft Dynamics NAV** tab in the ribbon, click **Set Work Date**.
  - b. In the **Work Date** field, enter 02/25/14.
  - c. Click **OK** to close the **Set Work Date** page.
2. Create a new cash flow forecast card.
  - a. On the navigation pane, click **Departments**.
  - b. Click **Financial Management**, click **Cash Flow**, and then click **Cash Flow Forecasts**.
  - c. Click **New** to create a new **Cash Flow Forecast Card**.

FIGURE 6.4: CASH FLOW FORECAST CARD WINDOW

The following fields are available.

- **Consider Discount** – Select the check box to have the cash discounts assigned in entries and documents that will be reflected in the liquidity calculation.
- **Consider Pmt. Disc. Tol. Date** – Select the check box to have the program factor in the payment discount tolerance date when you calculate the cash flow date. You can only select this option if you decide to take the discount into consideration.
- **Consider Pmt. Tol. Amount** – Select the check box to use the payment tolerance amounts from the posted customer and vendor ledger entries.
- **Consider CF Payment Terms** – In addition to the standard payment terms of customers and vendors, you can specify your own methods of payment for the cash flow forecast. If you want to use these in the cash flow calculation, select this field.
- **Show in Chart on Role Center** – Select the check box to have this Cash Flow Forecast promoted on the Role Center Cash Flow Chart.
- **G/L Budget From & G/L Budget To** – Enter the starting and ending date from which you want to use the budget values from the general ledger in the cash flow forecast.
- **Manual Payments From & Manual Payments To** – Enter a starting and ending date from which neutral expenses will be included in the cash flow forecast.



**Note:** For more information about Cash Flow Forecast Dates and Amounts, and Cash Flow Payment Terms, refer to the online Help for Microsoft Dynamics NAV.

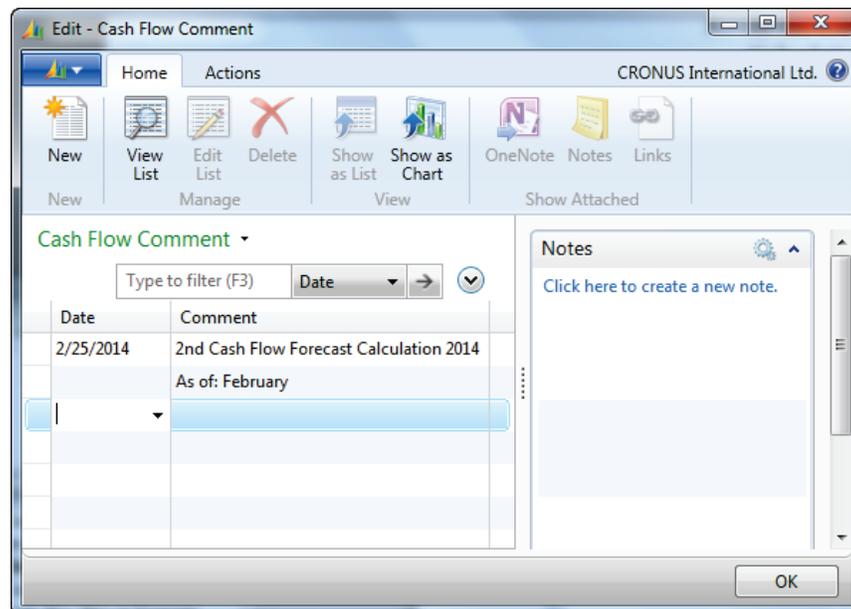
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- d. In the **Description** field, enter Cash Flow Forecast February 2014.
- e. In the **G/L Budget From** field, enter 02/01/14.
- f. In the **G/L Budget To** field, enter 12/31/14.
- g. In the **Manual Payments From** field, enter 02/01/14.
- h. In the **Manual Payments To** field, enter 12/31/14.

3. Add an additional comment to the cash flow forecast card.

You can enter additional information to a cash flow forecast for the contents of the fields in the cash flow forecast card. You add these comments as text lines on the **Cash Flow Comments** page.

- On the **Home** tab in the ribbon, click **Comments**.
- The **Date** field is automatically filled with the work date. You can either change the date or leave the field blank.
- Enter "2<sup>nd</sup> Cash Flow Forecast Calculation 2014, As of: February" in the comment field. Use as many lines as necessary.



**FIGURE 6.5: CASH FLOW COMMENT PAGE**

- Click **OK** to close the **Cash Flow Comment** page.

### **Demonstration: Cash Flow Manual Revenues and Expenses**

In addition to the information on cash flow that you can calculate directly from the general ledger, purchase, sales, fixed assets, and service application areas, you can also establish additional influencing factors that include manual revenues and expenses.

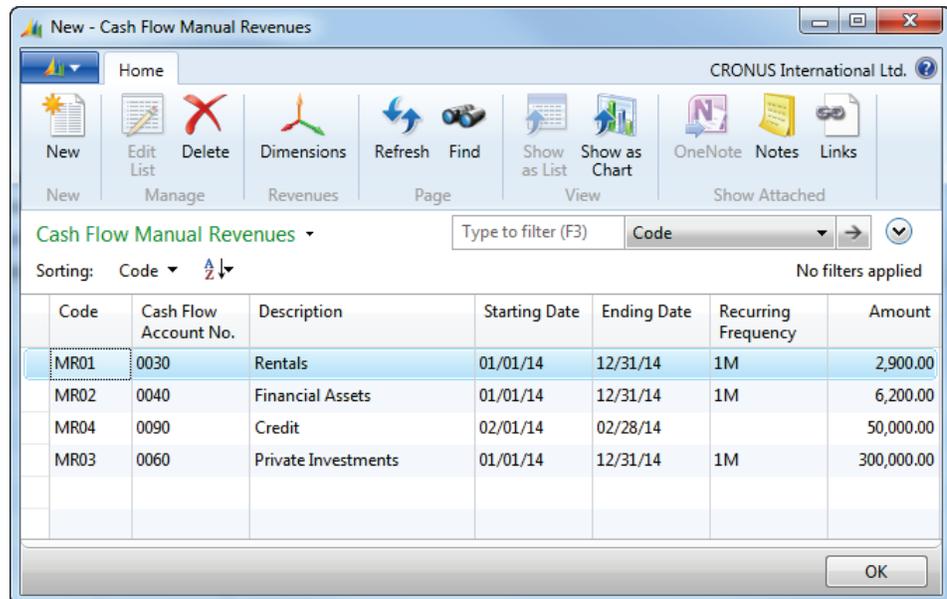
For example, revenues can originate from rental income, interest from financial assets or new private capital. Expenses can originate from salaries, interest on credit, or planned investments.

You can plan these manual revenues and expenses for a set time period and use them in the calculation of liquidity.

**Scenario:** In February 2014, you are planning on a larger investment. Therefore, you must create a credit of 50,000 Local Currency (LCY). To consider this amount in your cash flow calculation, you must create a new manual revenue.

## Demonstration Steps

1. Create a **Cash Flow Manual Revenue**.
  - a. On the navigation pane, click **Departments**.
  - b. Click **Financial Management**, then click **Cash Flow**, and then click **Cash Flow Manual Revenues**.
  - c. Click **New** to create a new line.



**FIGURE 6.6: CASH FLOW MANUAL REVENUE WINDOW**

- d. In the **Code** field, enter MR04.
    - e. In the **Cash Flow Account No.** field, enter 0090 – Credit.
    - f. In the **Starting Date** field, enter 02/01/14.
    - g. In the **Ending Date** field, enter 02/28/14.
    - h. Because this is a one-time income, leave the **Recurring Frequency** field blank.
    - i. In the **Amount** field, enter 50,000.00 LCY.
  2. Assign default dimensions to the new cash flow manual revenue.
    - a. On the **Home** tab, click **Dimensions**.
    - b. In the **Dimension Code** field, enter DEPARTMENT.
    - c. In the **Dimension Value Code** field, enter PROD.
    - d. Click **OK** to close the **Default Dimensions** page.
    - e. Click **OK** to close the **Cash Flow Manual Revenues** page.

### Demonstration: Cash Flow Worksheet

In the **Cash Flow Worksheet**, you can call the **Suggest Worksheet Lines** function to calculate the cash flow. With this function, you can fill the worksheet automatically, and then check the entries and register them. You can also make manual cash flow entries in the **Cash Flow Worksheet**.

In the **Cash Flow Worksheet**, you can only register the debits or credits of a cash flow in single lines to the cash flow account.

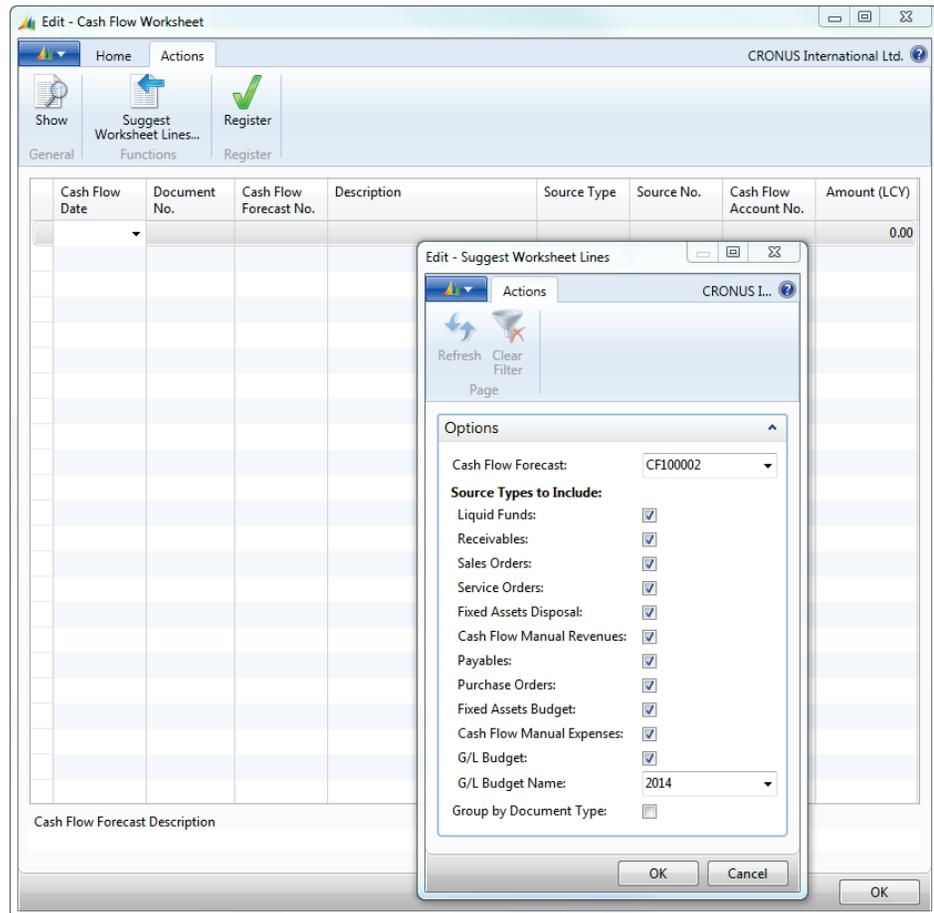
By using the **Suggest Worksheet Lines** batch job, you can automatically transfer information from the general ledger, purchasing, sales, service, and fixed assets application areas to the **Cash Flow Worksheet**.

**Scenario:** On February 15, 2014, you want to review and register the cash flow CF100002 in the **Cash Flow Worksheet**.

### Demonstration Steps

1. To calculate the cash flow in the **Cash Flow Worksheet**, follow these steps.
  - a. On the navigation pane, click **Departments**.
  - b. Click **Financial Management**, click **Cash Flow**, and then click **Cash Flow Worksheet**.
  - c. On the **Actions** tab, click **Suggest Worksheet Lines**.
  - d. In the **Cash Flow Forecast** field, enter CF100002.
  - e. Select all the options to be included in this cash flow calculation.

- f. In the **G/L Budget Name** field, enter 2014. This is the budget from which the values are taken.



**FIGURE 6.7: CASH FLOW FORECAST – SUGGEST WORKSHEET LINES BATCH JOB WINDOW**

- g. Click **OK** to run the batch job.
- h. On the **Actions** tab in the ribbon, you can click the **Show** option. Then, this browses directly to the source.
- i. On the **Actions** tab, click **Register**.
- j. Click **OK** to close the **Cash Flow Worksheet** page.



**Note:** If the **Suggest Worksheet Lines** batch job is run again for the same cash flow, all existing entries for this cash flow are deleted. The entries can only be generated with a new registration of the suggested entries in the **Cash Flow Worksheet**.

## Cash Flow Dates

The due date of the cash flow forecast entries shows the original due date of the entries. The cash flow date is the date with which a corresponding cash receipt or payment can be calculated, independent of the actual due date.

The program calculates the due date and the cash flow date of the entries as follows:

Transferred From	Cash Flow Date
<b>Cash Flow Manual Revenues</b>	Work Date
<b>Customer/Vendor Ledger Entries</b>	<ul style="list-style-type: none"> <li>• Due date of the entry.</li> <li>• If the discount is considered: Discount date of the entry.</li> <li>• If the cash flow payment terms are considered: The due date calculated from the entry's posting date.</li> <li>• If both the discount and the cash flow payment terms are considered: The discount date calculated from the posting date.</li> </ul>
<b>Sales/Purchase Orders</b>	<ul style="list-style-type: none"> <li>• Due date from the document header.</li> <li>• If the discount is considered: Discount date from the document header.</li> <li>• If the cash flow payment terms are considered: The due date calculated from the document date in the document header.</li> <li>• If both discount and cash flow payment terms are considered: The discount date calculated from the document date of the document header.</li> </ul>
<b>Service Orders</b>	<ul style="list-style-type: none"> <li>• Due date from the document header.</li> <li>• If the discount is considered: Discount date from the document header.</li> <li>• If cash flow payment terms are considered: The due date calculated from the document date in the document header.</li> <li>• If discount and cash flow payment terms are considered: The discount date calculated from the document date in the document header.</li> </ul>
<b>Investment in Fixed Assets</b>	Posting date of the purchase entries.

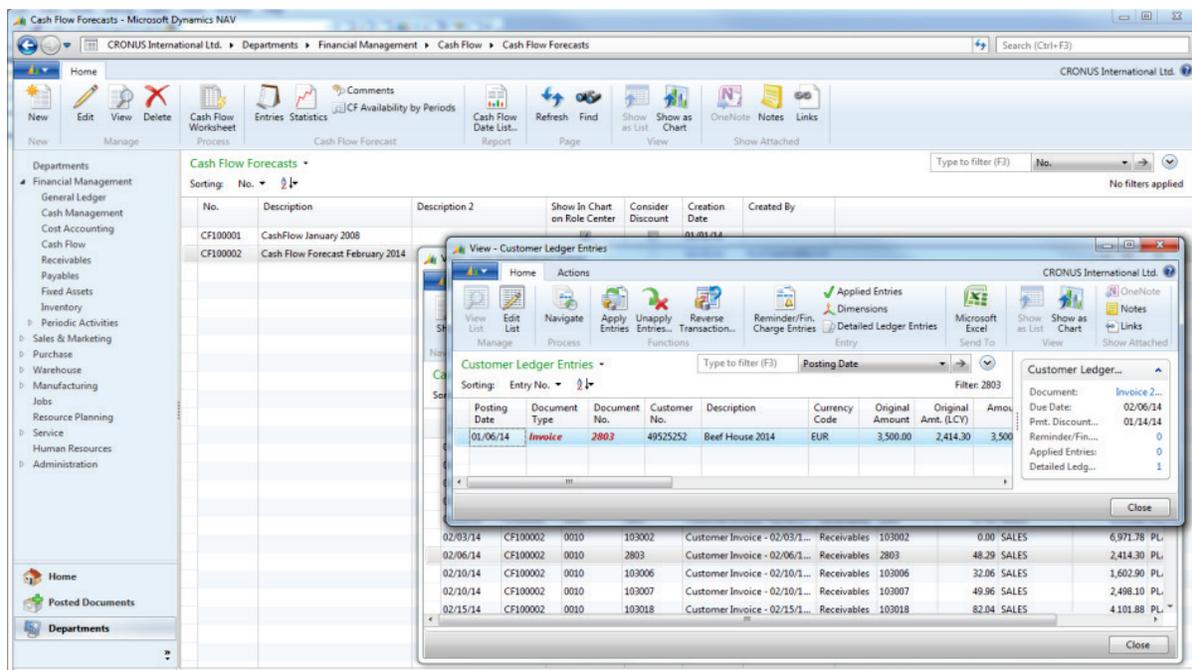
Transferred From	Cash Flow Date
<b>Sales of Fixed Assets</b>	Expected fixed asset disposal date.
<b>Cash Flow Manual Expenses</b>	First fulfillment date or the recurrence of it.
<b>Financial Budget</b>	Date of the budgeted entry.

## Cash Flow Forecast Entries

After you register the **Cash Flow Worksheet**, you can review all the cash flow forecast entries that are created, by following these steps.

1. On the navigation pane, click **Departments**.
2. Click **Financial Management**, then click **Cash Flow**, and then click **Cash Flow Forecasts**.
3. Select the cash flow forecast CF100002 and on the **Home** tab click **Entries**.
4. Select the cash flow forecast entry with the cash flow date 02/06/14 and the document number 2803.
5. On the **Home** tab, click **Show**.

The source document or the entry appears.



**FIGURE 6.8: CASH FLOW FORECAST ENTRIES**

6. Click **OK** to close the **Customer Ledger Entries** page.
7. Click **Close** to close the **Cash Flow Forecast Entries** page.

## Lab 6.1: Creating a Cash Flow Forecast

### Scenario

On March 25, 2014, you want to calculate the liquidity of your company for March. Include the manual payments and the financial budget from March 1, 2014 to December 31, 2014 in the planning. You must also include the discount and the payment tolerance amount. In the comments, state that this planning reflects the third cash flow calculation for the year 2014.

### Exercise 1: Creating a Cash Flow Forecast

#### Task 1: Creating a Cash Flow Forecast

##### *High Level Steps*

1. Set the work date to 03/25/2014.
2. Create a new cash flow forecast card.
3. Add an additional comment to the cash flow forecast card.

##### *Detailed Steps*

1. Set the work date to 03/25/2014.
  - a. On the **Microsoft Dynamics NAV** tab in the ribbon, click **Set Work Date**.
  - b. In the **Work Date** field, enter 03/25/14.
  - c. Click **OK** to close the **Set Work Date** page.
2. Create a new cash flow forecast card.
  - a. On the navigation pane, click **Departments**.
  - b. Click **Financial Management**, then click **Cash Flow**, and then click **Cash Flow Forecasts**.
  - c. Click **New** to create a new **Cash Flow Forecast Card**.
  - d. In the **Description** field, enter Cash Flow Forecast March 2014.
  - e. Select the **Consider Discount**, **Consider Pmt. Disc. Tol. Date**, and **Consider Pmt. Tol. Amount** check boxes.
  - f. In the **G/L Budget From** field, enter 03/01/14.
  - g. In the **G/L Budget To** field, enter 12/31/14.
  - h. In the **Manual Payments From** field, enter 03/01/14.
  - i. In the **Manual Payments To** field, enter 12/31/14.

3. Add an additional comment to the cash flow forecast card.
  - a. On the **Home** tab in the ribbon, click **Comments**.
  - b. The **Date** field is automatically filled with the work date. In the **Comment** field, enter "3<sup>rd</sup> Cash Flow Forecast Calculation 2014, As of: March."
  - c. Click **OK** to close the **Cash Flow Comment** page.

## Lab 6.2: Entering Manual Revenues and Expenses

### Scenario

Because of increased sales volume numbers, you decide to pay a 5,000.00 LCY bonus to your employees on March 25, 2014. The bonus payment should be recorded in a new cash flow account 1035 – Bonus Payment Premiums.

### Exercise 1: Entering Manual Revenues and Expenses

#### Task 1: Entering Manual Revenues and Expenses

##### High Level Steps

1. Create the new cash flow account.
2. Enter the manual expense.

##### Detailed Steps

1. Create the new cash flow account.
  - a. On the navigation pane, click **Departments**.
  - b. Click **Financial Management**, click **Cash Flow**, and then click **Chart of Cash Flow Accounts**.
  - c. Click **New** to create a new **Cash Flow Account Card**.
  - d. In the **No.** field, enter 1035.
  - e. In the **Name** field, enter Bonus Payment Premiums.
  - f. In the **Account Type** field, enter Entry.
  - g. In the **Source Type** field, enter Cash Flow Manual Expense.
  - h. Click **OK** to close the **Cash Flow Account Card** page.
  - i. To update the structure of the chart of accounts, click **Indent Chart of Accounts** on the **Home** tab in the ribbon.
2. Enter the manual expense.
  - a. On the navigation pane, click **Departments**.
  - b. Click **Financial Management**, click **Cash Flow**, and then click **Cash Flow Manual Expenses**.
  - c. Click **New** to create a new line.
  - d. In the **Code** field, enter ME04.
  - e. In the **Cash Flow Account No.** field, enter 1035 – Bonus Payment Premiums.
  - f. In the **Starting Date** field, enter 03/01/14.
  - g. In the **Ending Date** field, enter 03/31/14.
  - h. Leave the **Recurring Frequency** field blank.
  - i. In the **Amount** field, enter 5,000.00 LCY.
  - j. Click **OK** to close the **Cash Flow Manual Expenses**.

## Lab 6.3: Using the Cash Flow Worksheet

### Scenario

On March 25, 2014, you want to calculate and register the cash flow forecast for your company, for cash flow number CF100003 by using the cash flow worksheet. All application areas (such as the general ledger, sales, purchasing, service, and fixed assets) must be included in the calculation.



**Note:** To successfully complete this lab, you must first complete lab 6.1: *Creating a Cash Flow Forecast.*

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### Exercise 1: Using the Cash Flow Worksheet

#### Task 1: Using the Cash Flow Worksheet

##### High Level Steps

1. Set the work date to 03/25/14.
2. Calculate the cash flow in the **Cash Flow Worksheet** by using the **Suggest Worksheet Lines** batch job.

##### Detailed Steps

1. Set the work date to 03/25/14.
  - a. On the **Microsoft Dynamics NAV** tab in the ribbon, click **Set Work Date**.
  - b. In the **Work Date** field, enter 03/25/14.
  - c. Click **OK** to close the **Set Work Date** page.
2. Calculate the cash flow in the **Cash Flow Worksheet** by using the **Suggest Worksheet Lines** batch job.
  - a. On the navigation pane, click **Departments**.
  - b. Click **Financial Management**, then click **Cash Flow**, and then click **Cash Flow Worksheet**.
  - c. On the **Home** tab of the ribbon, click **Suggest Worksheet Lines**.
  - d. In the **Cash Flow Forecast** field, enter CF100003.
  - e. Select all the options to be included in this cash flow calculation.
  - f. In the **G/L Budget Name** field, enter 2014. This is the budget year from which the values are taken.
  - g. Click **OK** to run the batch job.
  - h. On the **Actions** tab, click **Register**.
  - i. Click **OK** to close the **Cash Flow Worksheet** page.

To review the cash flow forecast entries, follow these steps.

- On the navigation pane, click **Departments**.
- Click **Financial Management**, click **Cash Flow**, and then click **Cash Flow Forecasts**.
- Select cash flow number CF00003.
- On the **Home** tab of the ribbon, click **Entries**.

Running the batch job in this scenario creates many cash flow forecast entries. The cash flow date of these entries is calculated by using the rules that are explained in the "Cash Flow Dates" topic.

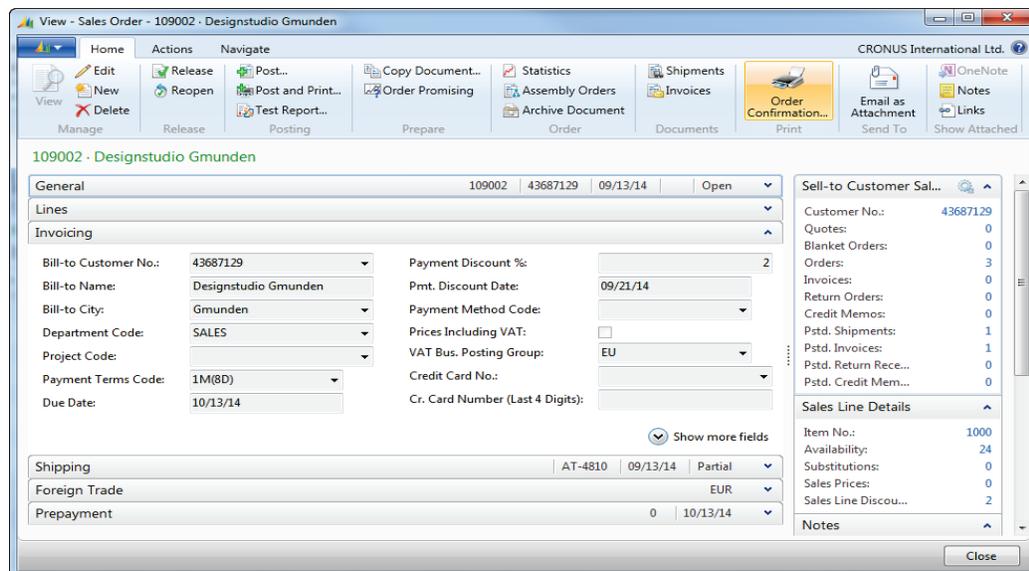
For example, the cash flow forecast entry for sales order 109002 has a cash flow date of 09/21/14.

Because sales order 109002 is set up with a two percent payment discount, the cash flow date is based on the payment discount date of sales order 109002.

To analyze the cash flow date of sales order 109002, follow these steps.

- On the **Cash Flow Forecast Entries** window, locate and select the cash flow forecast entry for sales order 109002.
- On the **Home** tab of the ribbon, click **Show**.
- Expand the **Invoicing** FastTab of sales order 109002.

Notice that the payment discount date is 09/21/2014, and that this date is used as the cash flow date for the related cash flow forecast entry.



**FIGURE 6.9: SALES ORDER 109002 INVOICING FASTTAB WINDOW**

## Cash Flow Forecast Reporting

### Cash Flow Forecast Statistic FactBox

For each cash flow, you have a statistics FactBox that includes the relevant information for the cash flow forecast that is available.

To access the **Cash Flow Forecast Statistic** FactBox, follow these steps.

1. On the navigation pane, click **Departments**.
2. Click **Financial Management**, click **Cash Flow**, and then click **Cash Flow Forecasts**.
3. Select cash flow forecast CF100002.

The **Cash Flow Forecast Statistic** FactBox is available on the right-side of the page.

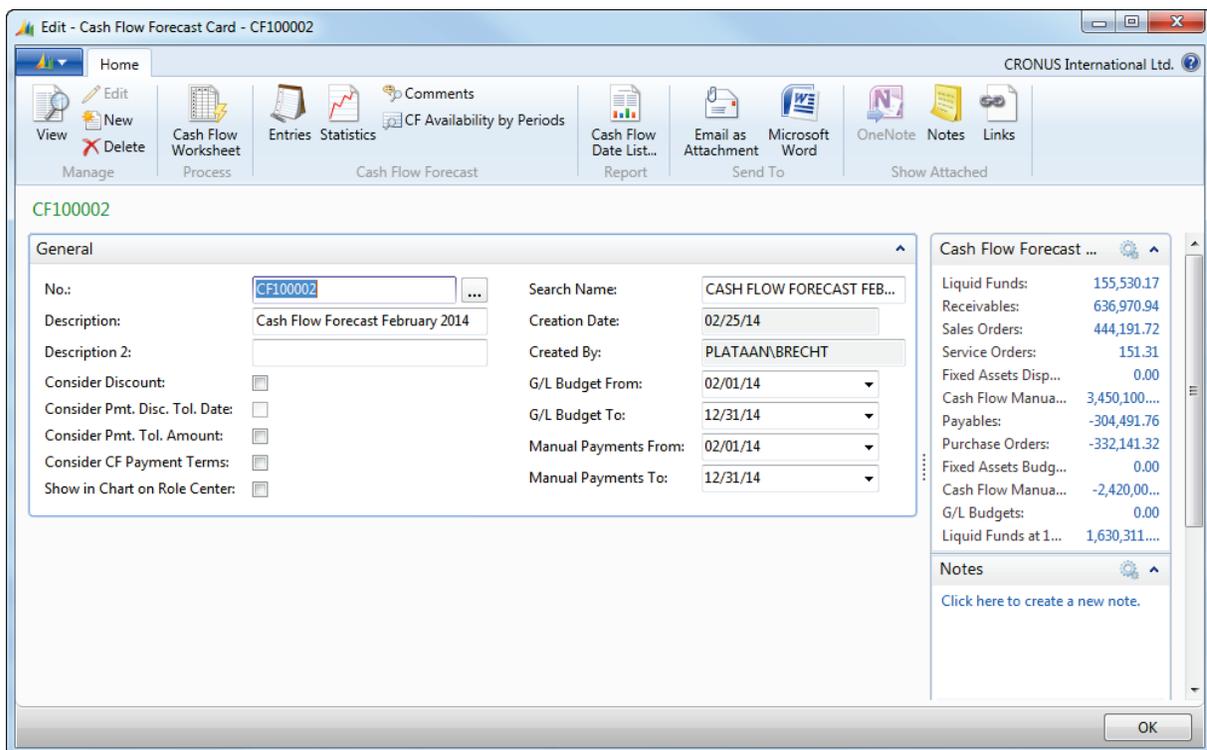


FIGURE 6.10: CASH FLOW FORECAST STATISTIC FACTBOX WINDOW

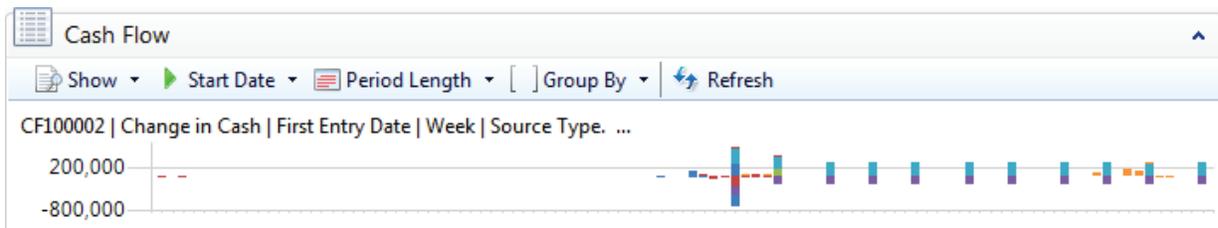
 **Note:** The same information can be found on the **Cash Flow Forecast Statistics** page. This page can be accessed by clicking **Statistics** on the **Navigate** tab.

## Cash Flow Forecast Chart

You can select one of the cash flow forecasts to view as a chart on the role center, by selecting the **Show in Chart on Role Center** check box on the **Cash Flow Forecast Card**.

The **Cash Flow Forecast Chart** is available for some selected profiles such as the Accounting Manager, President and President – Small Business. Make sure that you switch to one of these profiles.

To access the **Cash Flow Forecast Chart**, on the navigation pane, click Home, and then click Role Center.



**FIGURE 6.11: CASH FLOW CHART ON ROLE CENTER**

Different actions are available on the chart to determine the exact information that is presented. These include the following:

- **Show** – Accumulated Cash, Change in Cash, or Combined
- **Start Date** – First entry date or Work Date
- **Period Length**
- **Group by** – Positive/Negative, Account No., or Source Type

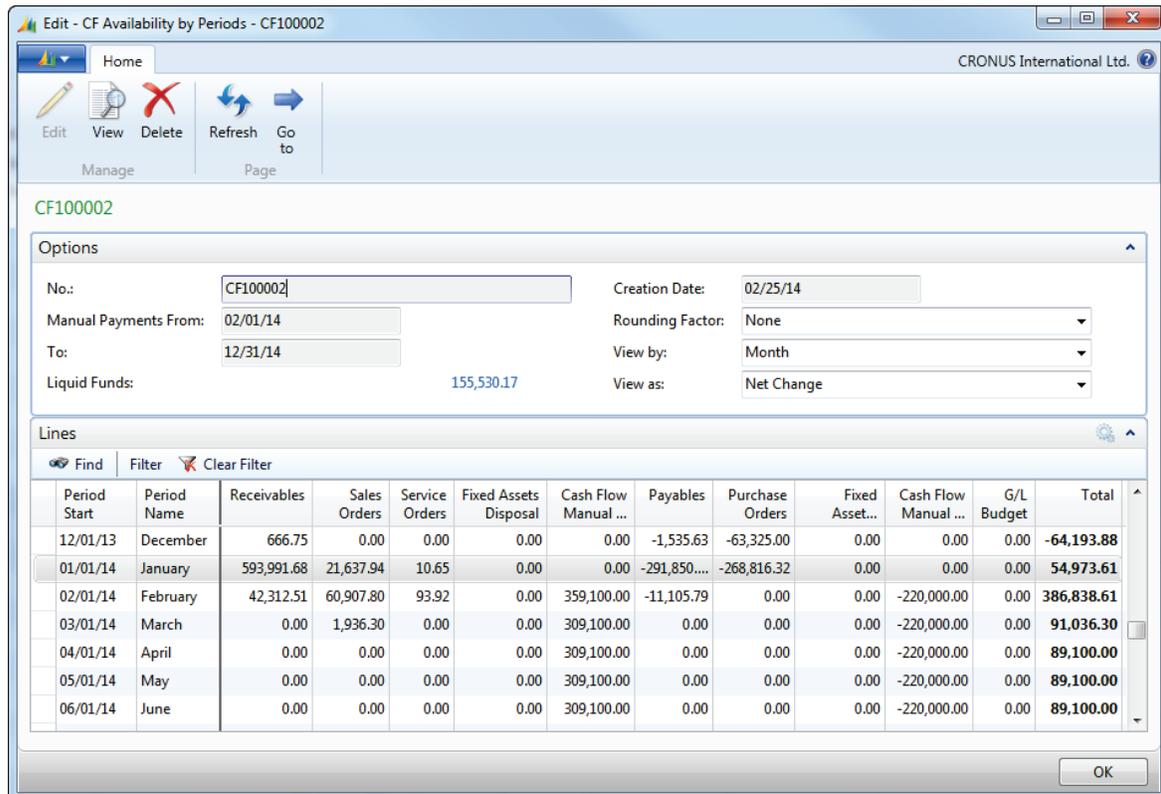
## Cash Flow Availability by Period

You can view the availability of each cash flow by period in an overview. The overview shows the individual periods in the rows, and the columns represent the categories in the cash flow. The periods can be days, weeks, months, quarters, or years. Additionally, you can select whether the amounts should be displayed as net changes or as balances at the period end dates.

To show the **Cash Flow Availability by Period** page, follow these steps.

1. On the navigation pane, click **Departments**.
2. Click **Financial Management**, click **Cash Flow**, and then click **Cash Flow Forecasts**.
3. Select cash flow forecast CF100002.

4. On the **Home** tab, click **CF Availability by Periods**.
5. In the **View by** field, enter Month.



**FIGURE 6.12: CASH FLOW AVAILABILITY BY PERIOD WINDOW**

6. Click **OK** to close the **CF Availability by Periods** page.

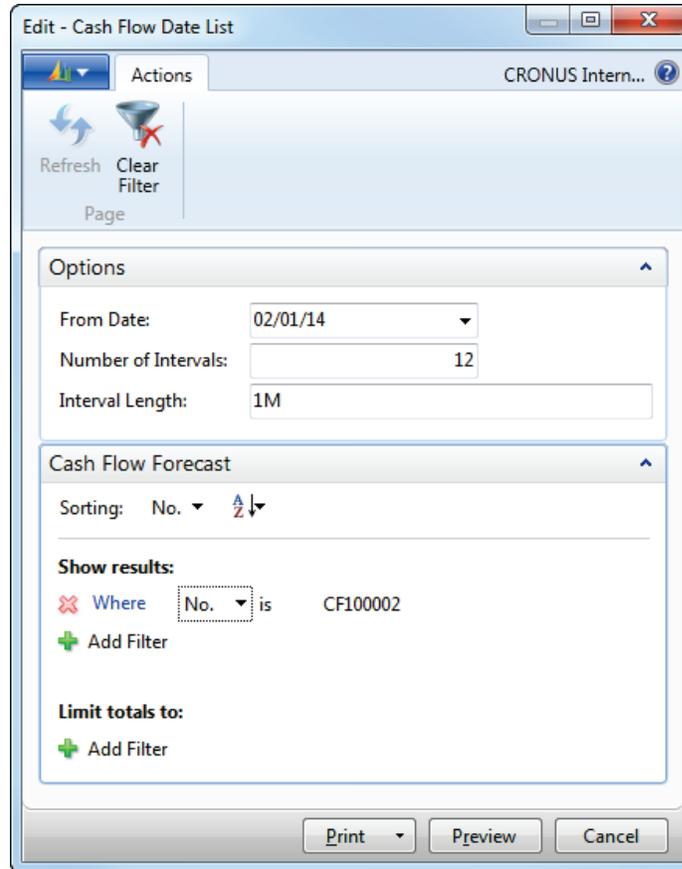
## Demonstration: Cash Flow Date List

You can print a date list for each cash flow. In this date list, the registered cash flow forecast entries are organized by category (such as Receivables or Sales Orders) and shown over several periods. You can select the number of periods and their length when you print the date list.

**Scenario:** For the cash flow CF100002, print the cash flow date list report. Set February 1, 2014 as the start date. The report should show 12 months.

### Demonstration Steps

1. Print the **Cash Flow Date List**.
  - a. On the navigation pane, click **Departments**.
  - b. Click **Financial Management**, click **Cash Flow**, and then click **Cash Flow Date List**.



**FIGURE 6.13: CASH FLOW DATE LIST WINDOW**

- c. Expand the **Options** FastTab.
- d. In the **From Date** field, enter 02/01/14.
- e. In the **Number of Intervals** field, enter 12.
- f. In the **Interval Length** field, enter 1M.
- g. Expand the **Cash Flow Forecast** FastTab.
- h. In the **No.** filter field, enter CF100002.
- i. Click **Preview**.

**Cash Flow Date List**  
 CRONUS International Ltd.  
 No. CF100002  
 Description Cash Flow Forecast February 2014

7/12/2012 3:43 PM  
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 Plataan/PlataanAcer02

From	To	Liquidity	Receivables	Sales Orders	Service Orders	Fixed Assets Disposal	Cash Flow Manual Revenues	Payables	Purchase Orders	Fixed Assets Budget	Cash Flow Manual Expenses	GL Budget	Cash Flow Interference
Before:		158,377.12	375,326.12	21,637.94	57.39			-285,204.92	-332,141.32				-61,947.67
02/01/14	02/28/14		41,557.13	60,907.80	93.92		309,100.00	-10,761.94			-220,000.00		166,949.24
03/01/14	03/31/14			1,936.30			309,100.00				-220,000.00		259,985.54
04/01/14	04/30/14						309,100.00				-220,000.00		349,025.54
05/01/14	05/31/14						309,100.00				-220,000.00		439,165.54
06/01/14	06/30/14						309,100.00				-220,000.00		527,265.54
07/01/14	07/31/14						309,100.00				-220,000.00		616,365.54
08/01/14	08/31/14						309,100.00				-220,000.00		705,465.54
09/01/14	09/30/14			74,999.99			309,100.00				-220,000.00		795,565.53
10/01/14	10/31/14			259,999.99			309,100.00				-220,000.00		1,218,665.52
11/01/14	11/30/14			24,706.70			309,100.00				-220,000.00		1,332,496.22
12/01/14	12/31/14						309,100.00				-220,000.00		1,421,596.22
01/01/15	01/31/15												1,421,596.22
After:													1,421,596.22

**FIGURE 6.14: CASH FLOW DATE LIST REPORT WINDOW**

## Lab 6.4: Printing the Cash Flow Date List

### Scenario

Print the cash flow date list for the cash flow CF100003. As a start date, select 03/01/14. The report should show 12 months.



**Note:** To successfully complete this lab, you must first complete lab 6.1: *Creating a Cash Flow Forecast.*

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### Exercise 1: Printing the Cash Flow Date List

#### Task 1: Printing the Cash Flow Date List

##### *High Level Steps*

1. Print the **Cash Flow Date List**.

##### *Detailed Steps*

1. Print the **Cash Flow Date List**.
  - a. On the navigation pane, click **Departments**.
  - b. Click **Financial Management**, click **Cash Flow**, and then click **Cash Flow Date List**.
  - c. Expand the **Options** FastTab.
  - d. In the **From Date** field, enter 03/01/14.
  - e. In the **Number of Intervals** field, enter 12.
  - f. In the **Interval Length** field, enter 1M.
  - g. Expand the **Cash Flow Forecast** FastTab.
  - h. In the **No.** filter field, enter CF100003.
  - i. Click **Preview**.

## Module Review

### **Module Review**

The cash flow forecast functionality that is included in Microsoft Dynamics NAV2013 can be used to generate a prediction and help plan a company's cash flow. The forecast is based on information that originates from other application areas in the database, such as the general ledger, sales, purchasing, service, and fixed assets. Additionally, manually entered revenues and expenses are also included in the forecast.

You can analyze cash flow figures with cash flow forecast statistics and in cash flow forecast charts. If you want to create a more advanced analysis of a company's cash flow, you can set up account schedules with cash flow accounts. The "Financial Reporting and Analysis" module of this course explains how to create account schedules with cash flow accounts.

### **Test Your Knowledge**

Test your knowledge with the following questions.

1. From which different application areas in Microsoft Dynamics NAV 2013 can you incorporate values in cash flow forecasting?

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2. The **G/L Integration** field on the cash flow account specifies whether a cash flow account has integration with the general ledger. Which of the following statements is true?
  - ( ) When a cash flow account has integration with the general ledger, the balances of the general ledger accounts are used in the cash flow forecast.
  - ( ) When a cash flow account has integration with the general ledger, either the balances of the general ledger accounts or their budgeted values are used in the cash flow forecast.
  - ( ) When a cash flow account has integration with the general ledger, the budgeted values of the general ledger accounts are used in the cash flow forecast.

3. What do you need to create if you want to take into account the future revenues from rental income in your cash flow forecast?
- A Projected Cash Flow Revenue
  - A Projected Manual Income
  - A Cash Flow Manual Income.
  - A Cash Flow Manual Revenue.
4. Where is the Cash Flow Forecast Chart displayed?
- On the Cash Flow Forecast Statistics page.
  - On the Cash Flow Forecast Card page.
  - On the Account Schedule page.
  - On the role center.

## Test Your Knowledge Solutions

### Module Review and Takeaways

1. From which different application areas in Microsoft Dynamics NAV 2013 can you incorporate values in cash flow forecasting?

MODEL ANSWER:

General Ledger (G/L), Sales, Purchasing, Service, and Fixed Assets.

2. The **G/L Integration** field on the cash flow account specifies whether a cash flow account has integration with the general ledger. Which of the following statements is true?
  - ( ) When a cash flow account has integration with the general ledger, the balances of the general ledger accounts are used in the cash flow forecast.
  - (√) When a cash flow account has integration with the general ledger, either the balances of the general ledger accounts or their budgeted values are used in the cash flow forecast.
  - ( ) When a cash flow account has integration with the general ledger, the budgeted values of the general ledger accounts are used in the cash flow forecast.
3. What do you need to create if you want to take into account the future revenues from rental income in your cash flow forecast?
  - ( ) A Projected Cash Flow Revenue
  - ( ) A Projected Manual Income
  - ( ) A Cash Flow Manual Income.
  - (√) A Cash Flow Manual Revenue.
4. Where is the Cash Flow Forecast Chart displayed?
  - (√) On the Cash Flow Forecast Statistics page.
  - ( ) On the Cash Flow Forecast Card page.
  - ( ) On the Account Schedule page.
  - ( ) On the role center.