

Special Report For:

**Business Owner
Managers
Office Manager**

Looking Ahead Series

- **Starting to Cashflow Forecast**
- **GST/VAT/Sales Tax & Bank**
 - **Direct Costs & Sales**
 - **Use of Scenarios**
- **Multiple Companies and or Cost Centres**
 - **Different Currencies**
 - **Views**
 - **Graphs**
- **Bank, Investment & Loan Accounts**

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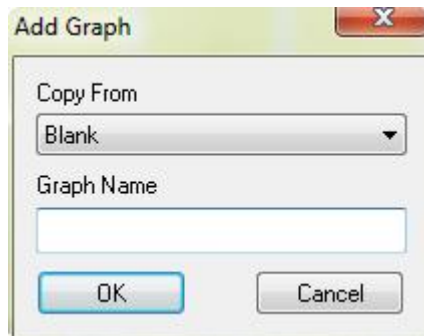
**E-mail: enquire@multi-swac.co.nz or
enquire@multi-swac.com or
enquire@multi-swac.co.uk**

Looking Ahead – Graphs

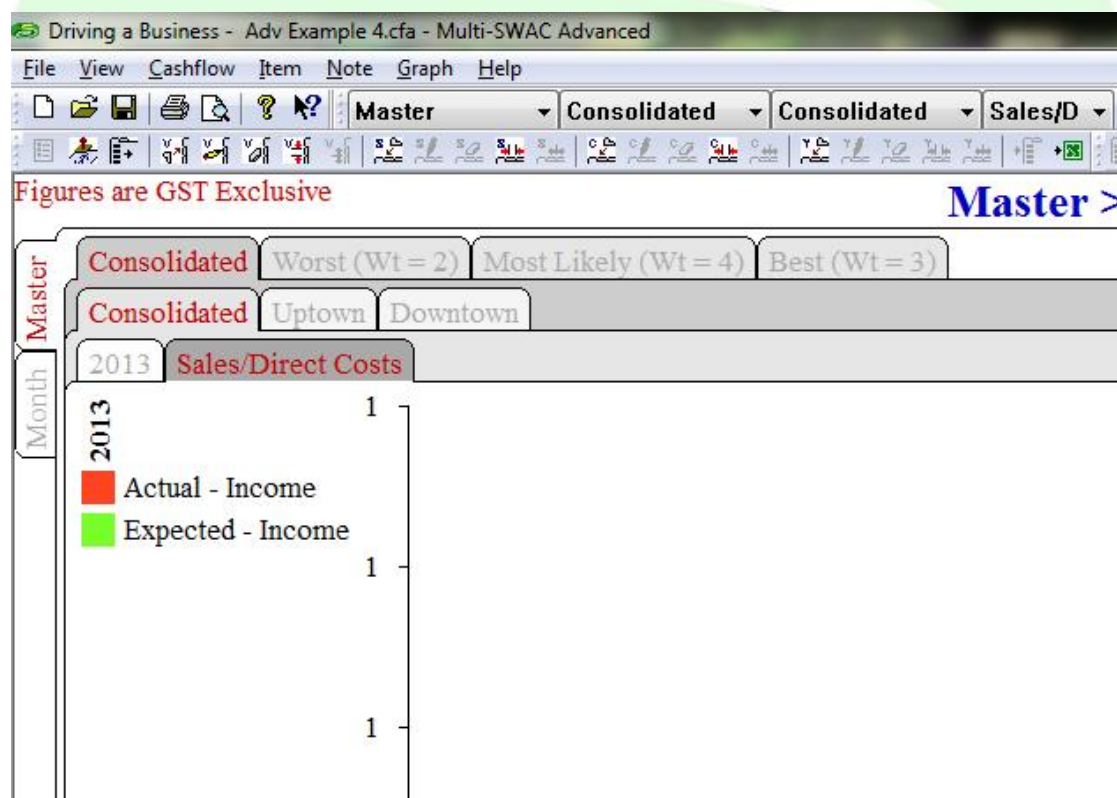
In this article we will look at the setting up and altering graphs within Multi-SWAC Advanced.

Multi-SWAC Advanced can have as many line graphs as you need. We will add a graph for the Master > Consolidated > Consolidated > 2012 tab selection displaying the sales and direct cost amounts.

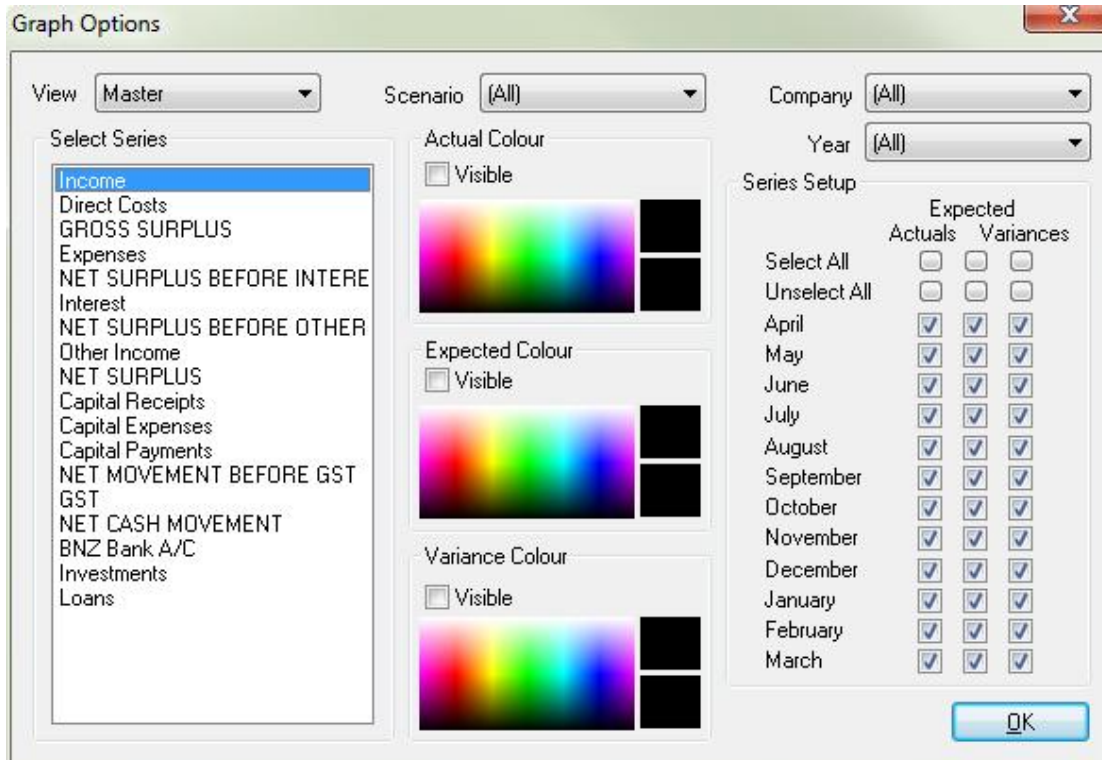
From the graph menu select Add Graph:



Enter Graph Name as Sales/Direct Cost, OK and you should now see a graph tab placed at the right of the Year tab. The screen will appear as below:



The next step is to right click in the body of the graph and click on Graph Setup. The Graph Option window is displayed:



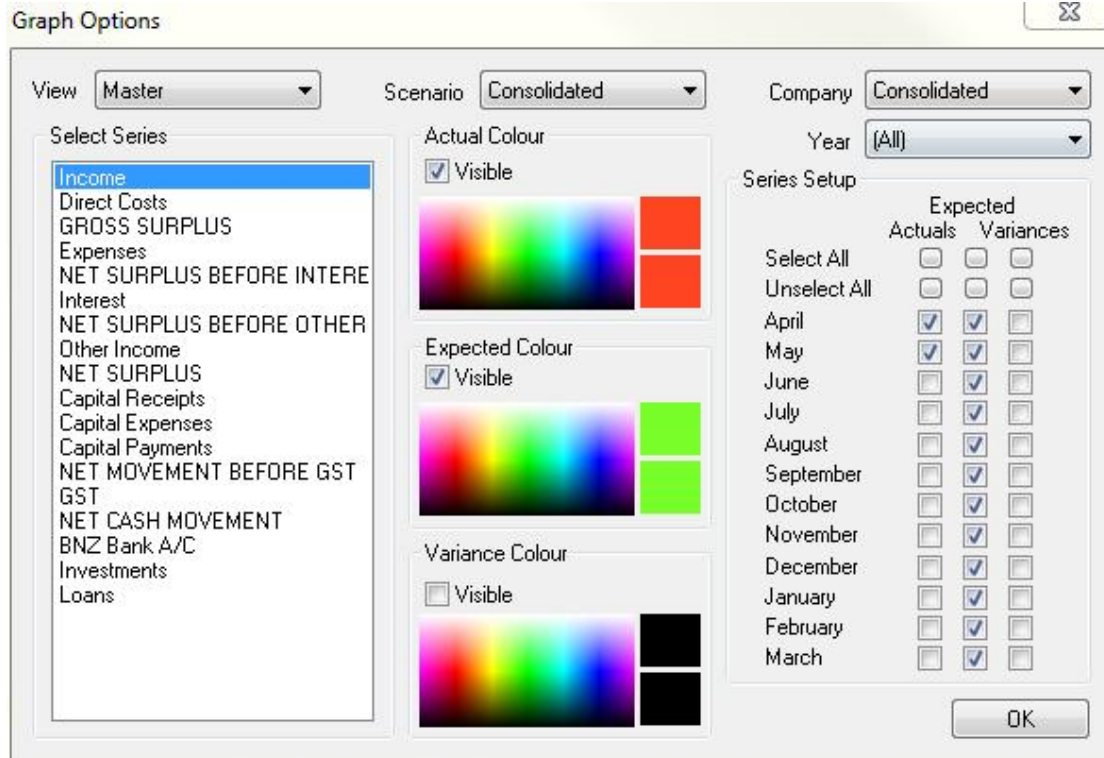
First of all we need to select the tabs that this will apply to. Setup
 View – Master
 Scenario – Consolidated
 Company – Consolidated
 Year – All

In the Select Series choose Income.

In the Series Setup select:
 Actuals – April and May
 Expected – all months
 Variances – unselect all months

In the Actual Colour make sure the Visible box is selected and click on the colour you want. Similarly for Expected Colour.

You should have the setup similar to below:

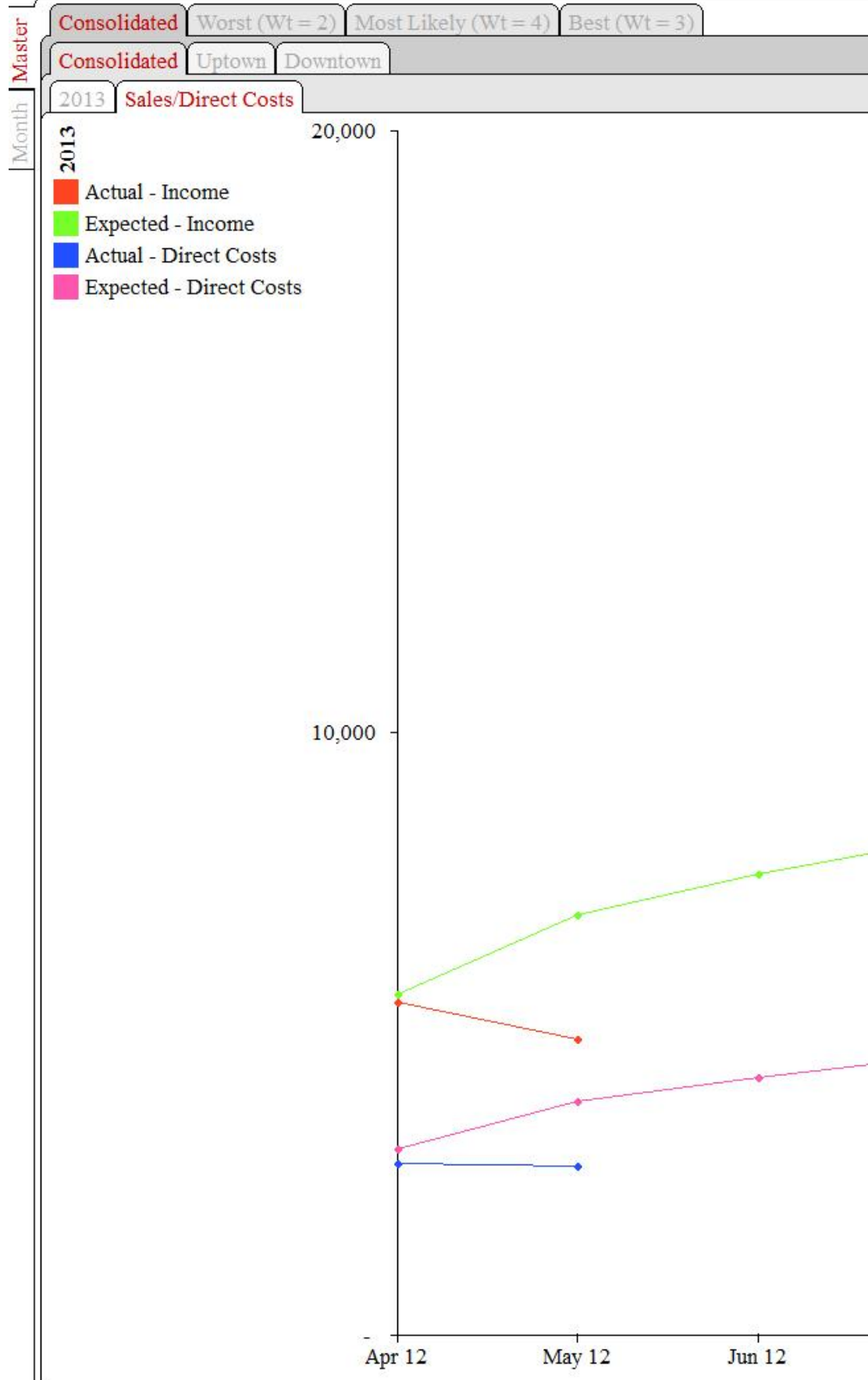


Select Direct Costs and setup the same but use different colours. When saved you should have a line graph of the entered information:

As there is no data entered for May the graph goes to zero. Enter some actual data for May and see the graph alter see below.

Figures are GST Exclusive

Master > C



If you go to any other combination of tabs you will see a blank graph. If you do not wish to have a graph, even a blank one showing, you can hide the graph. **Do not delete** as this will deleted all of the selected graph from all combinations, even the one you want to retain.

To hide the graph, right click on the graph tab and select Hide Graph.

Note more than one graph can be entered.

The next article we will look at the bank accounts, setting up investments and loans.

