

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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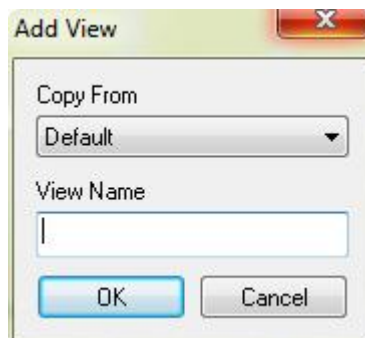
Looking Ahead – Views

Multi-SWAC Advanced also enables you to customise the user interface and to enter or import actual data.

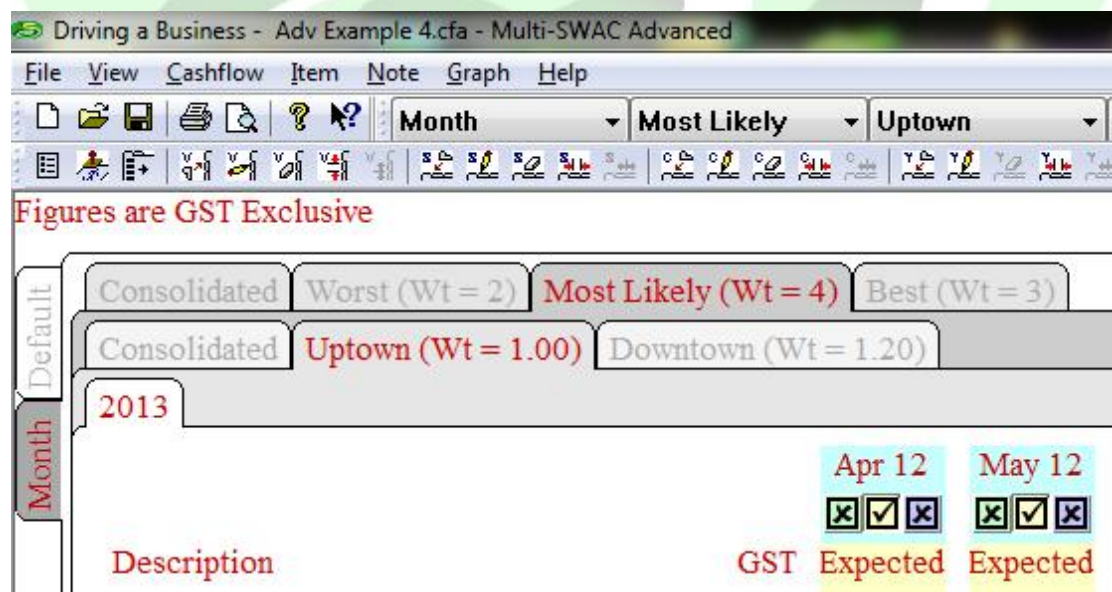
Views enable various setups or different views of the data within the interface without affecting the data. The data is the same in all views, only the presentation of the data is different.

What we will do is add a view that will only display data relating to Apr 12. We will show the three columns Actual, Expected and Variances.

From the file menu select Cashflow > Add View. Should get:



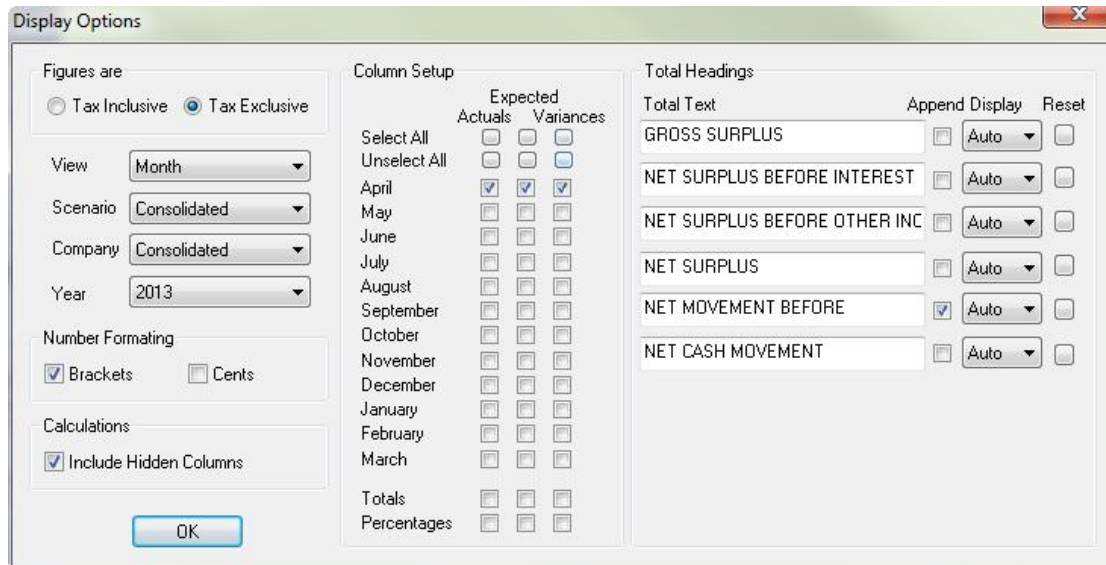
Enter Month for the View Name and select OK. Should now get two tabs along the left hand side of the interface, Default and Month.



We will alter the Default to Master by right clicking on the Default tab, select Edit View and enter Master for the name.

Reselect the Month view and both the Consolidated tabs.

From Cashflow > Display Options, edit the settings until you get:



Select OK and you should now only see the three columns for the period Apr 12:



Figures are GST Exclusive

		Apr 12		
		Actual	Expected	Variance
INCOME				
Sales		-	5,644	(5,644)
Total Income		-	5,644	(5,644)
DIRECT COSTS				
Purchases		-	3,080	(3,080)
Total Direct Costs		-	3,080	(3,080)
GROSS SURPLUS		-	2,564	(2,564)

If you select any other combination of tabs they will not have altered.

Entering Actuals

Actual amounts can be entered manually or be imported using the import function. Refer to the help to see the import formats that Multi-SWAC currently supports.

We will enter some amounts manually. There are a couple of ways to do this. Please note, you cannot enter data if you are on a Consolidated tab:

1. Double click on the item eg Sales and select the Edit Actuals button and you should get:

Company: Uptown
Year: 2013
Item Type: Income
Name: Sales

Hide

	Value
April	0.00
May	0.00
June	0.00
July	0.00
August	0.00
September	0.00
October	0.00
November	0.00
December	0.00
January	0.00
February	0.00
March	0.00

Tax: GST
Tax Rate: \$

Save & Close
Save
Cancel/Close
Edit Expected
Previous Item
Next Item
Previous Year
Next Year
Previous Company
Next Company

Copy
Down

Enter the value for the month (April). Can select Next Item button to move to the next item to enter further amounts. When you have finished entering data, select Save & Close.

2. Enter directly into the green column itself on the interface.

Driving a Business - Adv Example 4.cfa - Multi-SWAC Advanced

File View Cashflow Item Note Graph Help

Month Worst Uptown 2013

Figures are GST Exclusive Month > Worst

Master Consolidated Worst (Wt = 2) Most Likely (Wt = 4) Best (Wt = 3)

Consolidated Uptown (Wt = 1.00) Downtown (Wt = 1.20)

Month 2013 Sales/Direct Costs

Description	GST	Apr 12		
		Actual	Expected	Variance
INCOME				
Sales	S	5,512	4,000	1,512
Total Income		5,512	4,000	1,512
DIRECT COSTS				
Purchases	S	0.00	-> 2,400	(2,400)
Total Direct Costs		\$ -	2,400	(2,400)
GROSS SURPLUS		5,512	1,600	3,912

Select Most Likely and Uptown. The green column is not currently showing so click on the green box under Apr 12 (it should change from a cross to a tick and the actual column should display). For Sales enter 5512, select purchases and enter 2850. You should now have if you also show the Variance column:

Driving a Business - Adv Example 4.cfa - Multi-SWAC Advanced

File View Cashflow Item Note Graph Help

Month Most Likely Uptown 2013

Figures are GST Exclusive

Master Consolidated Worst (Wt = 2) Most Likely (Wt = 4) Best (Wt = 3)

Consolidated Uptown (Wt = 1.00) Downtown (Wt = 1.20)

Month 2013

Description	GST	Apr 12		
		Actual	Expected	Variance
INCOME				
Sales	S	5,512	5,000	512
Total Income		5,512	5,000	512
DIRECT COSTS				
Purchases	S	2,850	3,000	(150)
Total Direct Costs		2,850	3,000	(150)
GROSS SURPLUS		2,662	2,000	662

If you select the other Scenario tabs and turn on the Actual columns for Apr 12 you will see that the same amounts have been entered across all scenarios. Similarly for all Views.

With the Month View we have set up we are able to concentrate on the months performance without being distracted by other data. We are looking at a subset of all the data.

The next article we will look at graphing within Multi-SWAC Advanced.