cashflow

by **nunsys**®

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Projection of your Cash Flow at bank account level

Easy implementation for your Financial Department

Reliable forecast to enterprise decision making

User guide

01. Introduction

Cashflow by Nunsys allows you to perform Cash Flow forecast by bank account in a very agile way. Receipt and payment bank accounts are related to each account of customers, vendors and employees. It can be setup in each related card, so that payables and receivables will have informed this field (Company Bank Account).

If it is not possible to establish a default bank account, or this changes, you will be able to modify the right Company Bank from Orders, Invoices, Receipt and Payment journals, Pending documents (customer, vendor and employee ledger entries) and Cartera.

Through Forecasts, you can inform to the system recurrent receipts and payments that you have established (forecast salary expenses, estimated supply costs, rents, etc). Forecast's generation is very agile with **Cashflow by Nunsys**.

Our assisted setup process will allow you, in a few minutes, to start to use the app in a totally functional way. The setup process consists of 3 steps:

• Forecasts' serial numbers configuration.
• Forecasts' types configuration.
• Company Bank setup in customers, vendors and employees.

Once ready to start, remember that the Cash Flow Pages offers you in one click the balance forecast for selected period and the balance forecast for each bank account (bank).

02. Workflow

2.1. Assisted setup

If you have the app installed, a configuration wizard will guide you in the needed configuration process:

2.2. Forecasts' serial numbers

Define the serial number to generate receipt/payments forecasts:

2.3. Forecasts' types

Define forecast's types that you to consider in your analysis. That is, those rights/obligations in the future that are not yet registered in the system such as salary expenses, general expenses, supply costs, as well as planned or recurring income.

2.4. Company bank

To be able to have itemized cash flow by bank account, you must inform the bank account by which receipts and payments will be made. If you wish, you can inform a Bank by default in Customers', Vendors' and Employee's cards.

03. Update

3.1. Forecast' generation

From Forecasts' List task, you can manually create each income or expense forecast using Forecast Card, or more commonly, by batches.

It is possible to create the income or expense forecasts automatically, using the process Generate period forecast. As parameters you have to indicate the starting date, a repetition interval and the amount to use. You can specify an ending date or a number of iterations.

3.2. Update receipt/payment bank

Pending documents (customers' and Vendor's invoices/credit memos and pending employees' movements) have informed the bank, indicated in their card by default. If this is unknown or someone decides to change the receipt/payment account, it will be easily edited from invoices and diaries (before posting them) or after, from posted customers', Vendor's and employee's movements, as well from Cartera (open receivable/payable documents).

Once receipt/payment forecasts are included, and the cartera's information is reviewed, the responsible of the financial department can consult Cash Flow forecast. You can update the company bank account from any page where the pending receivable/payable documents are editable.

04. Cash Flow Forecast

Cash Flow Page allows you to consult balance to date or of the selected period.

At the top, appears a Bank textbox, which can be used to filter the information. In case that you do not filter by any bank, the page will display balances of all movements.

The displayed information is the following:

• **Bank balance:** balance of selected bank (or balance of all bank accounts) until the date of the line.

• **Customer pending balance:** pending balance of customers assigned to the filtered bank in the header in the indicated date in the line.

• **Vendor pending balance:** pending balance of Vendors assigned to the filtered bank in the header on the due date marked in the line.

• **Employee pending balance:** pending balance of employees assigned to the filtered bank in the header on the due date marked in the line.

• **Receipt/payment forecast:** Cash Flow forecasts assigned to the header bank and in the period of the line. Already posted forecasts must be cancelled so as to not duplicate the data. The Cancel forecast process allows you to do this in one click.

• **Forecast balance:** corresponds to the following calculation:

Bank balance + Customer Balances − Vendor Balances − Employee Balances + Receipt Forecasts − Payment Forecast

Clicking on each balance column, the system shows all the lines that sum up that amount.

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