

TRAINING GUIDE

Cashflow Analysis

This document is intended for all new users of DNB FINSIGHT. The material provides detailed description of DNB FINSIGHT'S functionalities.



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 1.0

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Cashflow Analysis

Quick Start up for Cashflow Analysis

30 days forecast

Cashflow analysis is where user can track the movement of cash into and out of a company over a specific period, providing insight into its liquidity and operational efficiency. It helps businesses evaluate their ability to meet short-term obligations, make investment and handle currency risk.

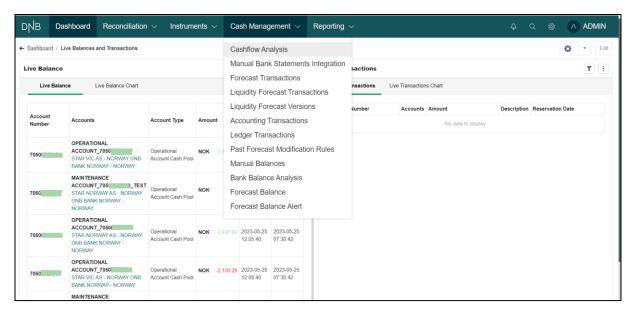
How to get prognosis into Finsight:

- ERP integration
- Use XL template created by DNB
- Add forecast manually
- Prognosis generated from Instrument modules as Loans and Derivatives

How to start:

While you are logged in Finsight you will see a Dashboard and the menu on the top. Move your mouse cursor to 'Cash Management' Menu – This will list all options under Cash Management menu.

Click on 'Cashflow Analysis'





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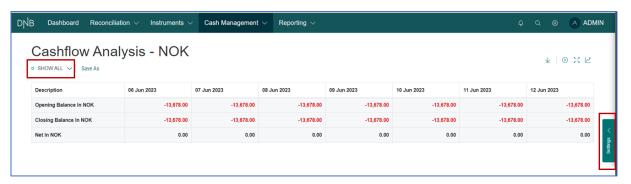
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Here you will see a Cash Flow Analysis Report listing all the available forecast with future balances.

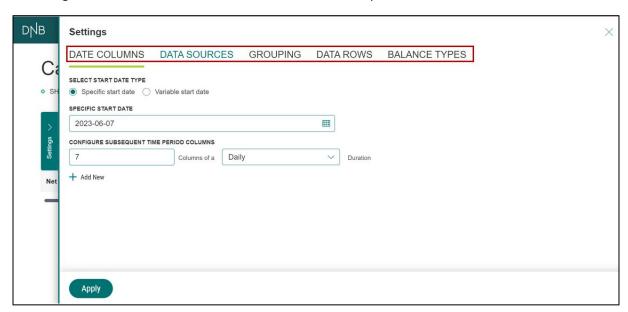
Prior to utilizing Cashflow Analysis, it is essential to establish a filter to accurately capture the initial balances and desired timeframe. It is important to refrain from using the default "SHOW ALL" setting for any other purpose than creating future desired views. This cautious approach ensures that the analysis provides reliable and relevant insights, enabling informed decision-making based on accurate financial data. This first section on how to create a filter for 30 days forward view can be done in one step, but in this case, step by step are described and applied.

NB! All filters that the user creates needs to be set up with the right Bank Balance view as described under Balance Types.

Make sure "SHOW ALL" is selected and click on the 'Settings' button.



Following menus will then be available with different filter options.

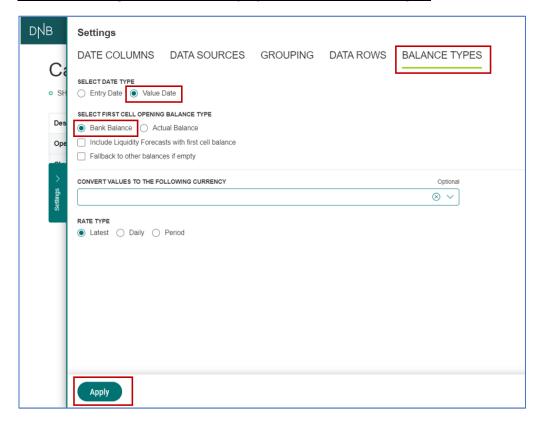




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'BALANCE TYPES' menu. In balance types select date type as 'Value Date' then select first cell opening balance type as 'Bank Balance'. This must be done for all new filters generated by a user to make sure the right balances are displayed in the Cashflow analysis.



Click on 'Apply' button.

The Cashflow Analysis report will be shown with correct opening balance as shown in the next image.

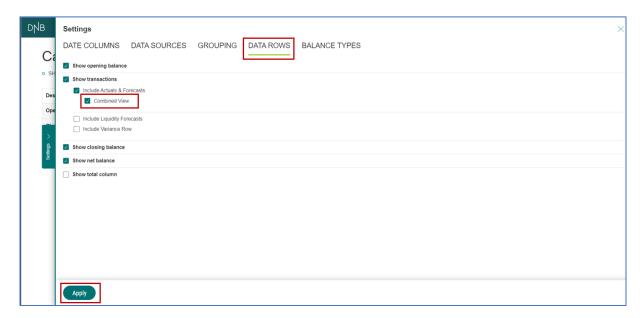




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"DATA ROWS" menu. To simplify the view for the cashflow analysis report, the user can select the Combined View.



Click on 'Apply' button.

The cashflow analysis report displayed in combined view (forecast and actual) as shown.

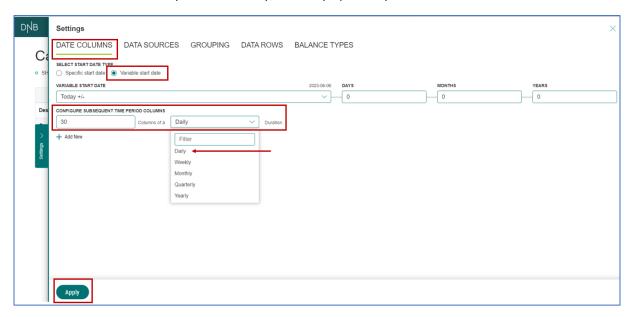




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"DATE COLUMNS" menu. To set the date rage for the cashflow analysis, select "Variable start date" radio button, keep variable start date as 'Today+/-'and enter number of days as 30 (or more days if you want to view more than 30 days) as shown below. By clinking on "+Add New" the use can also add other duration than days, from Weekly, Monthly, quarterly etc.



Click on 'Apply' button.

Now the cashflow analysis report generated a view for next 30 days from current date as shown in the next image.





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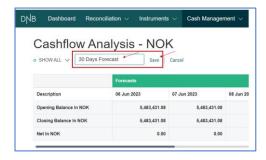
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Now the filter can be saved with all the choices made. Click on the "Save As"

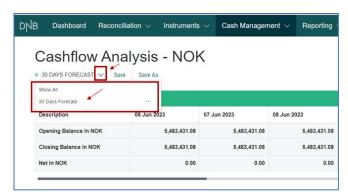


Enter the name of the filter, as in this example "30 Days Forecast" and then click "Save".



After saved you will have a new filter with 30 days forecast, in your drop-down list:

Always remember to use this filter or other filters you have created to get the right Balances display. "Show All" are just a default setup as a base for selecting its own filters/views.



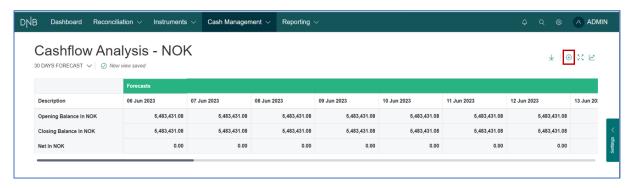


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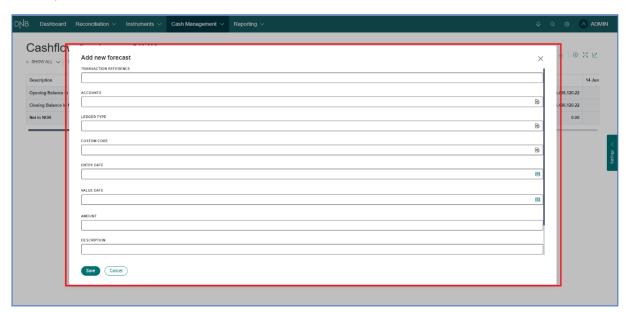
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How to enter manually prognosis:

You can add forecast directly from Cashflow analysis screen. Click on '+' icon on top right corner.



It will open the add new forecast form.



Description of the fields from the new forecast form above.

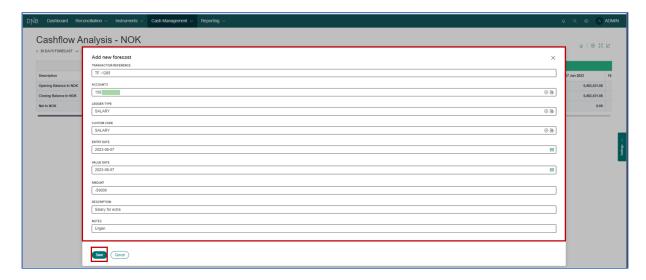
Field Name	Description
Transaction Reference	You can provide a forecast reference here
Account	Select the account for the forecast
Ledger Code	Select the appropriate Ledger code which link to the forecast.
	Name of the forecast displayed in the Cashflow Analysis
Custom code	Select the appropriate Custom code which link to the forecast.
	Name of the forecast in the Cashflow Analysis
Entry Date	Specify the Entry Date of the forecast. <u>Best practice is to have</u>
	Entry Date same as the Value Date.
Value Date	Specify the Value Date of the forecast.
Amount	Specify the amount of the forecast transaction.
Description	Specify any suitable description for the forecast.
Notes	You can add any notes to your forecast.



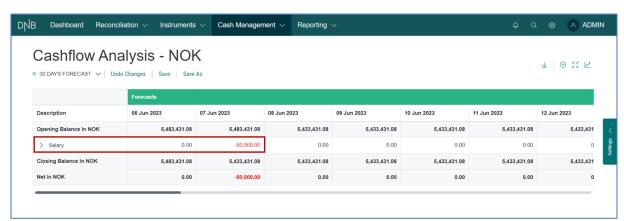
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Fill the forecast form and click on Save button.

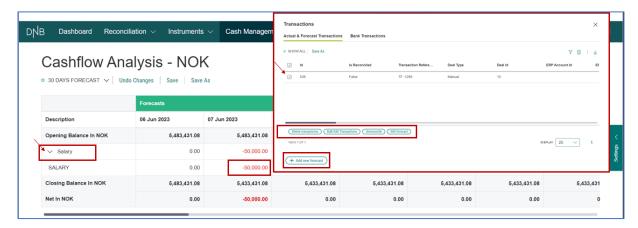


New forecast for the entered value date displayed in CFA report as below converted to NOK which is the base currency in this setup.



The forecast Salary can be changed by clicking on the dropdown icons ">" in front of the name salary, and then click directly on the amount -50,000.00

A new window will be opened. By marking the forecast ID 538 in the box, the Edit button will appear. The user can now add a new forecast by clicking on "+ Add new forecast"



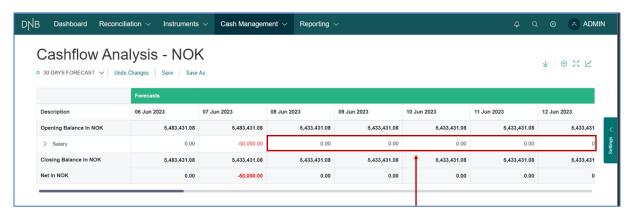


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If the user wants to add a new prognosis, the user can click directly on one of the available cells marked in the next screen and add a new salary forecast.



You can view the amount in actual currency by clicking on the show multicurrency option. The forecast is then visible in actual currency as shown below. The forecast amount displayed in NOK.





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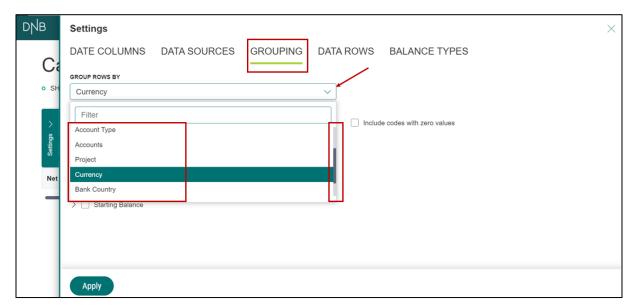
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To view the forecast in Base currency again click on same multicurrency icon. The forecast is visible in base currency again.



Other filter alternatives:

Select settings from Cashflow Analysis. Go to "GROUPING", under GROUP ROWS BY the user can group the forecast pr. Bank, Company, Account Type, Accounts, Project, Currency, Bank County, Company Country or No Grouping which is default. Click Apply when selected necessary grouping.

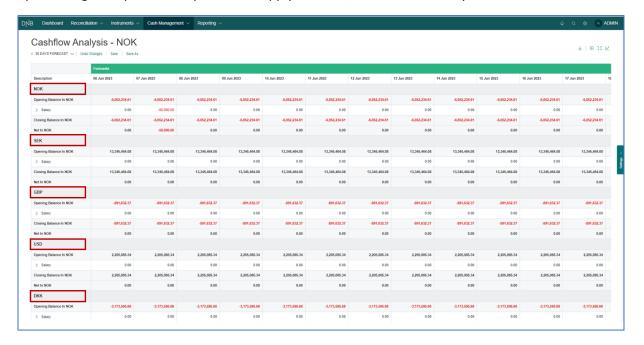




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By Selecting Example Currency and add "Apply" button, the CashFlow Analysis will be as follow:





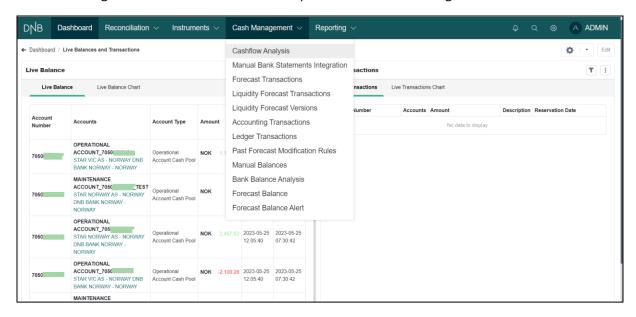
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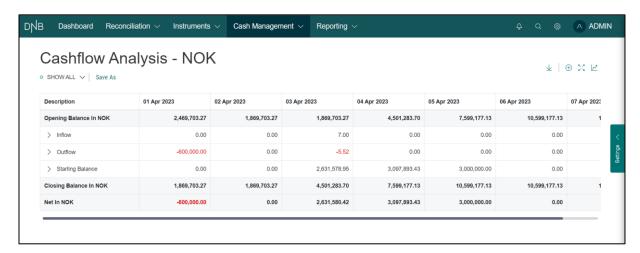
General Settings

DATE COLUMNS

While you are logged in you will see a Dashboard and the menu on the top. Move your mouse cursor to 'Cash Management' Menu – This will list all options under Cash Management menu.



Click on 'Cashflow Analysis'- Here you will see a Cash Flow Analysis Report listing all the available forecast and created filters. Remember to have the correct Balance type setup for all new filters created.

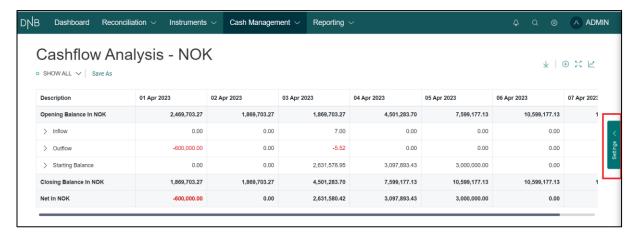




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To apply the date filter, click on 'Setting' button from middle of right side.

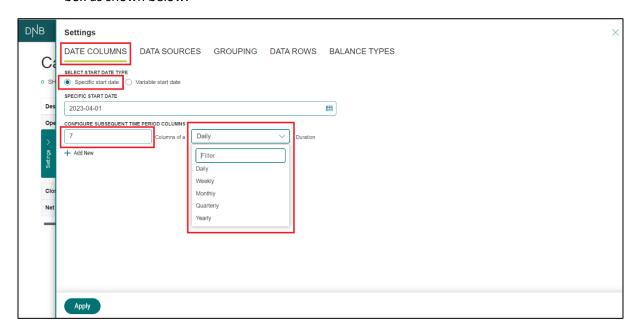


For start date have two options 'Specific start date' and 'Variable start date'. Specific start date option selected by default.

Apply Specific Start Date Filter

To apply specific start date filter, specify the options as below.

- Select the specific start date from calendar.
- In the Configuration for subsequent time period columns, provide the number of columns in first box and duration shown (Days, Weeks, Monthly, Quarterly and Yearly) in the in second box as shown below.



Click on 'Apply' button.

Cashflow analysis report will be generated as per the applied date filter criteria specified above (specific date +7 days) and forecast will be displayed for the specified duration.

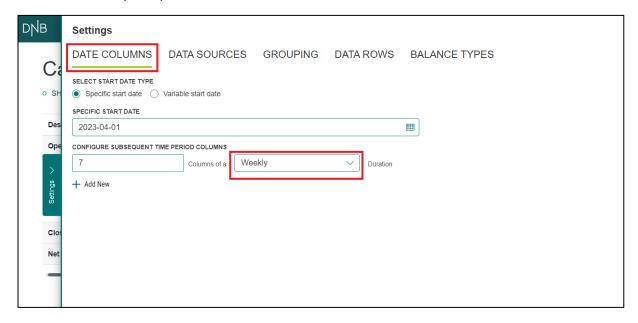


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You can apply different duration for columns. For that click on DATE COLUMNS under filtering panel and change the subsequent time period columns configuration. Select weekly duration and generate the Cashflow analysis report.





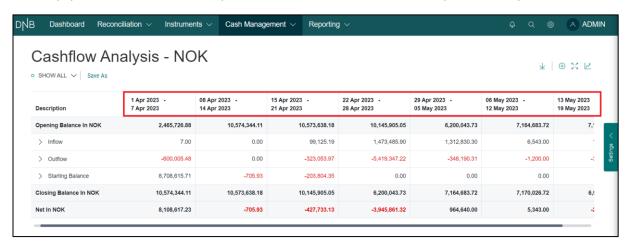
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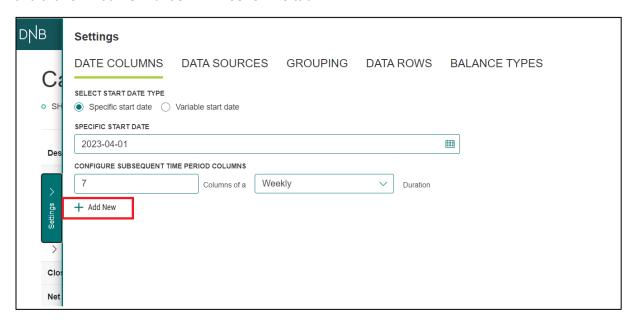
Now Cashflow analysis report will display the forecast for the next 7 weeks from selected specific

Now Cashflow analysis report, will display the forecast for the next 7 weeks from selected specific date. Each column showing complete weekly forecast for the date range selected.

Similarly, you can view the column period in different duration (month, quarter, and years)



In addition, you can view column period in combined duration. For that click on the setting button and click on 'Add New' under DATE COLUMNS tab.

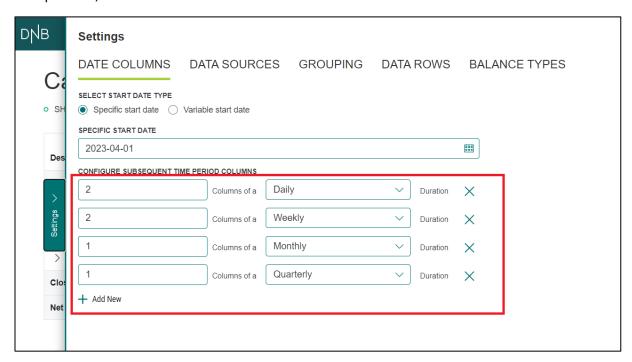




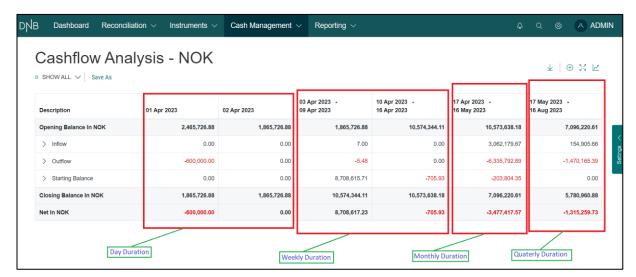
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When you click on 'Add new' it will add a new row, where you can select different duration. To add multiple rows, click on 'Add New' button.



Once you have entered all period columns duration as desired, click on 'Apply' button. It will generate Cashflow Analysis report with combined column period as shown below.



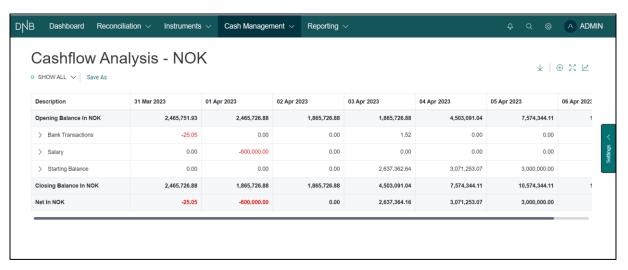


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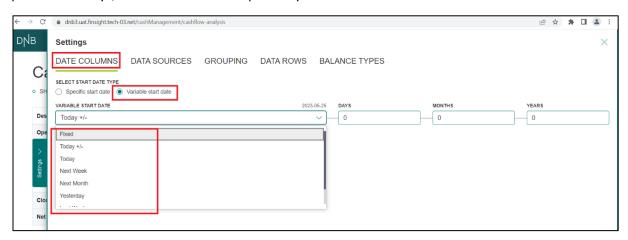
Apply Variable Start Date Filter

Navigates to the Cash flow analysis report. Cashflow analysis report is generated with default date criteria (Current date + 7 days).



Click on 'Setting' button and select radio button 'Variable start date' under DATE COULUMN tab,

It will add new fields to select 'Variable start date' as shown below. In the first drop down, we have different options to choose from as shown below. Based on the option we selected, we need to provide the Days, Months and Years respectively as desired.



User can enter the variable start date for 'Today+/-' as shown. When you select 'Today+\-' in drop down, Days, Months and Years text boxes are enabled, here you can enter the numbers as desired.

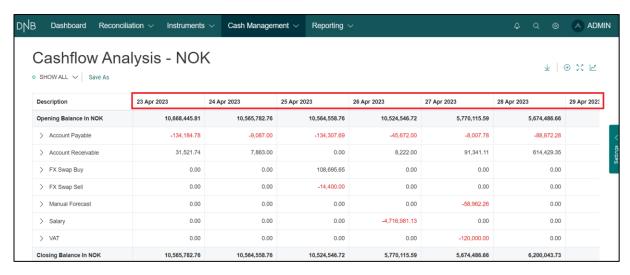




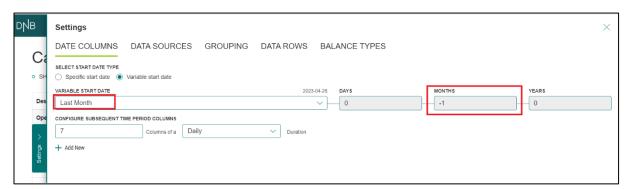
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The system will calculate the variable start date from the provided number in days, month and years with consideration of subsequent column input and generate the cashflow analysis report when you click on 'Apply' button. The start date displayed on cashflow analysis report is the subtraction of 2 days and 1 month to the time period column criteria.



Now select last month in variable start date dropdown and you will see that all the boxes get disabled and '-1' value in month text box.

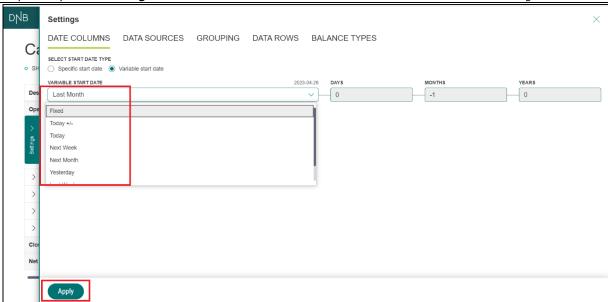


Similarly, you can generate the cashflow analysis report for variable start date with different date criteria (Today +/-,Next Week, Next Month, Yesterday, Last Week, Last Month) to add to the time period column date.

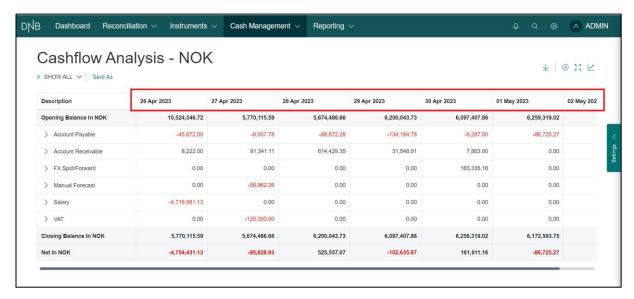


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Click on Apply button and generate the cashflow analysis report. In Cashflow analysis, the starting date is 1 month back, from the selected time period column criteria.





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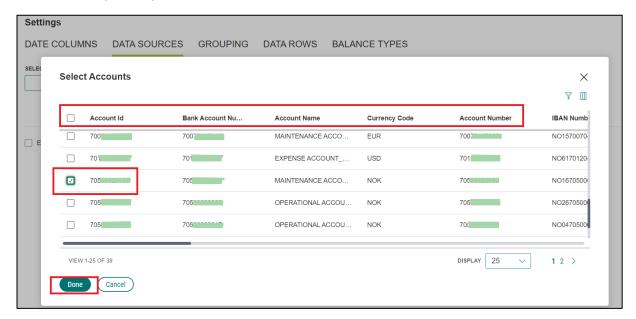
DATA SOURCES

In Data sources, you can select the accounts for which you want to see the Cashflow analysis report. By clicking on 'search' icon you can select an account.



Once you click on search icon, it will open list of all accounts.

You can select your required account for cashflow and click on 'Done' button.

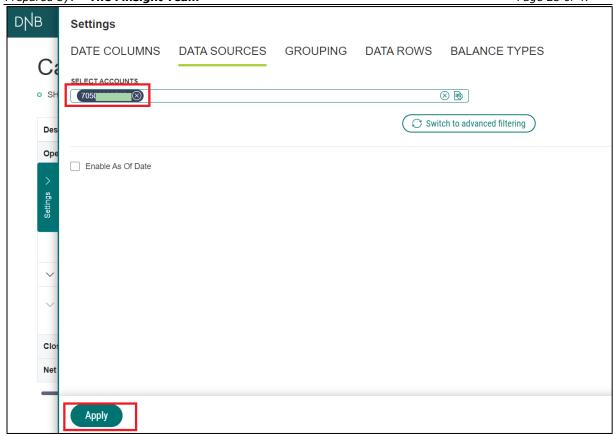


To view the Cash flow report, click on Apply button.

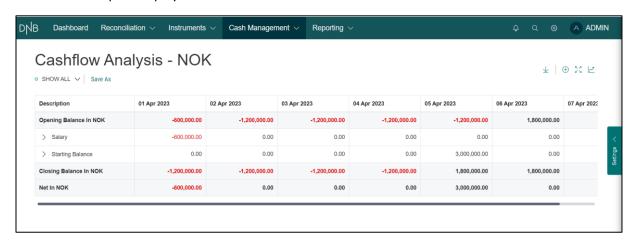


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The cashflow report displayed for the selected account as below.





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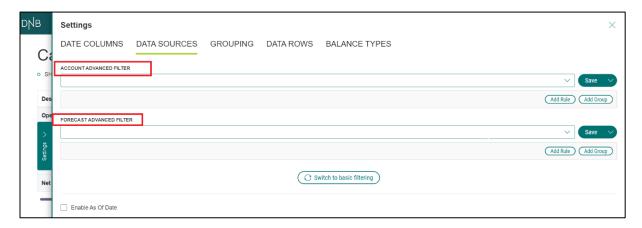
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To apply your own filter criteria, you can switch to Advanced Filtering as shown below.



In Advanced filtering you have two advanced filter, as shown.

- 1. Account Advanced Filter
- 2. Forecast Advanced Filter



First, we can see Account Advanced Filter.

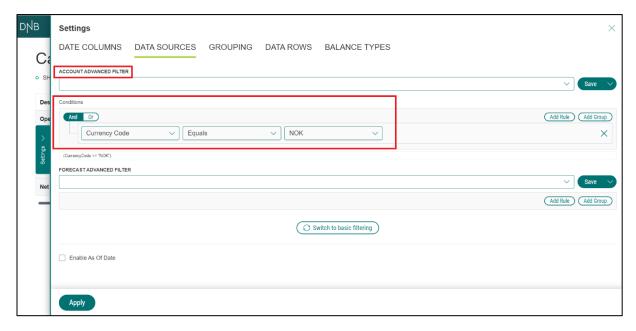
In account advanced filtering, you can apply different conditions and fetch the data you want. For that click on Add Rule button and select your required data and create advanced filter

As shown below, simply add a condition where currency code equal to NOK, to show the data for NOK currency account.



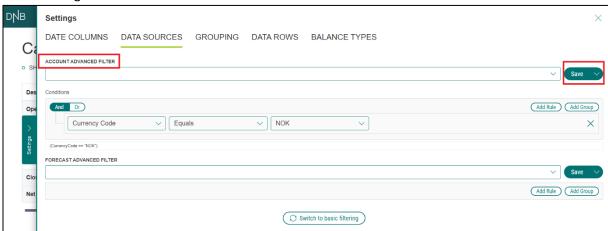
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After adding a condition, you can save your filter criteria, or you can generate the Cashflow analysis report for the given condition.

To Save the given condition click on Save button as shown below



Enter the name for your filter. Here you can share you filter, or you can make it private up to you.

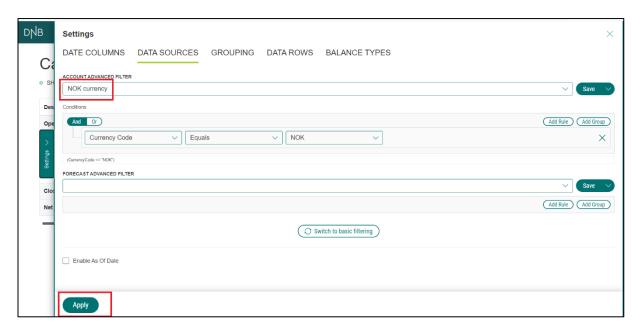
To share your filter, you can check the 'Shared' check box and the same filter will be visible to other users. To save the filter click on Save button.

After that click on Apply button.

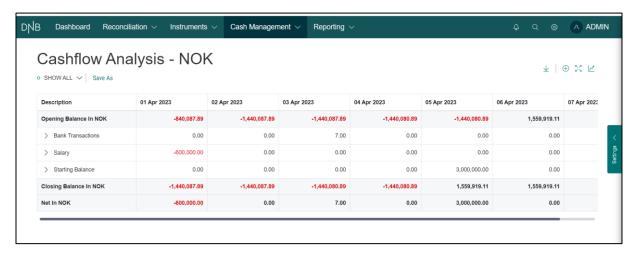


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With the above option, cashflow analysis will only show the forecast for account having currency as 'NOK'.

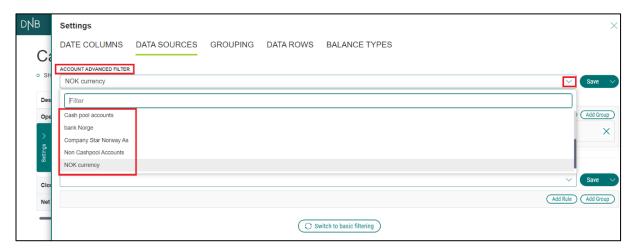




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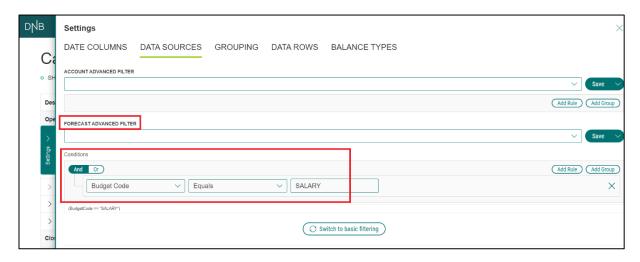
You can view your saved filter under Account Advanced filter, Similarly, you can create your own filters and save it and it will be available for you next time.



Now we can see Forecast Advanced Filter

In Forecast advanced filtering, you can apply different conditions on forecast data and fetch the data you want. For that click on Add Rule button and select condition as per your required data and create advanced filter

As shown below, simply add a condition where budget code equal to SALARY, to show the forecast for SALARY custom code.



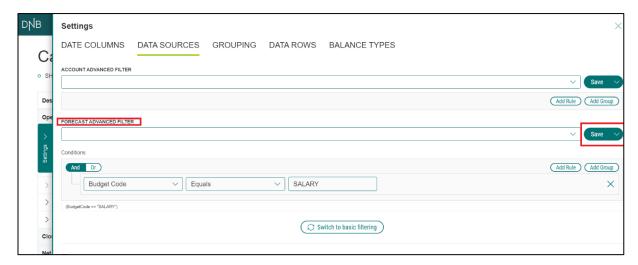
After adding a condition, you can save your filter criteria, or you can generate the Cashflow analysis report for the given condition.



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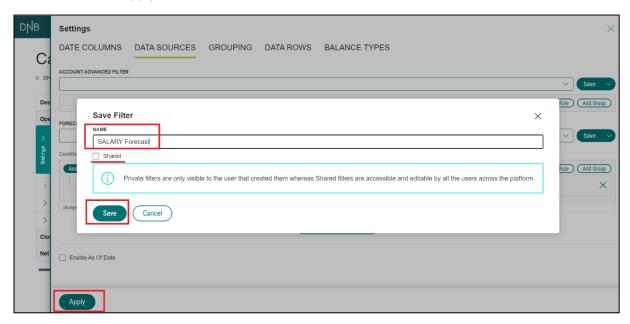
To Save the given condition click on Save button as shown below.



Enter the name for your filter. Here you can share your filter, or you can make it private.

To share your filter, you can check the 'Shared' check box and the same filter will be visible to other users. To save the filter click on Save button.

After that click on Apply button.

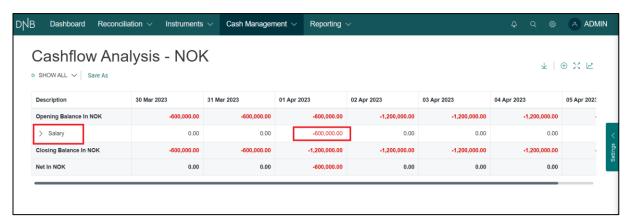




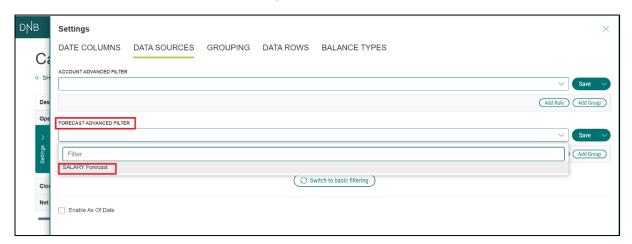
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With the above option, cashflow analysis will only show the forecast for SALARY custom code.



You can view your saved filter under Forecast Advanced filter, Similarly, you can create your own filters and save it and it will be available for you next time.



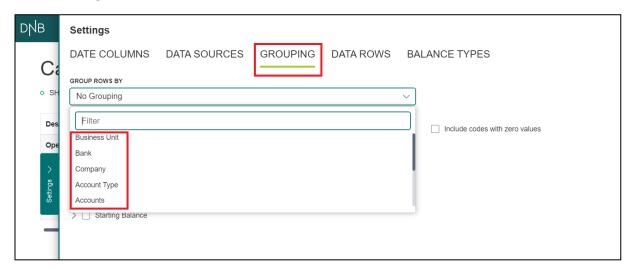


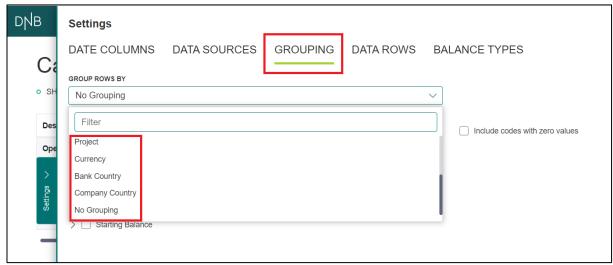
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Grouping

In Grouping, you have different options available to group the data. Group rows by dropdown has different categories as shown.





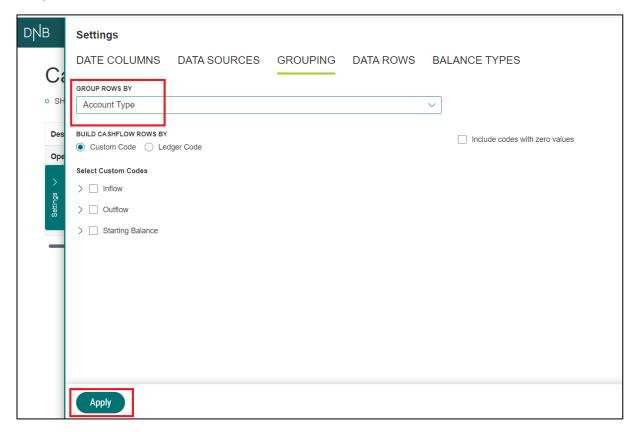


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Grouped the data by 'Account Type' as shown. Similarly, you can group the data in different categories.

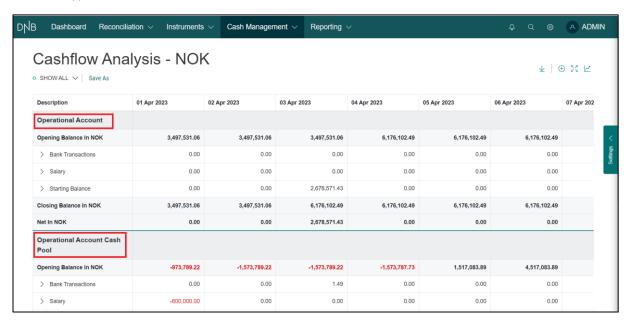


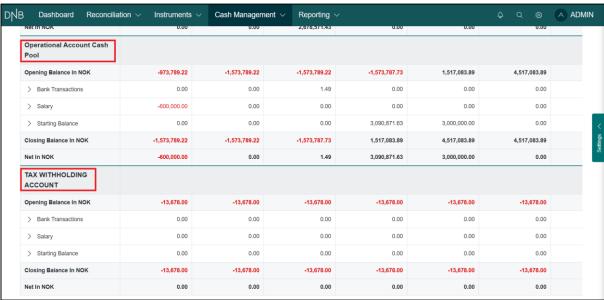


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To generate the Cash Flow analysis report, click on 'Apply' button. The forecast are grouped by Account Type.







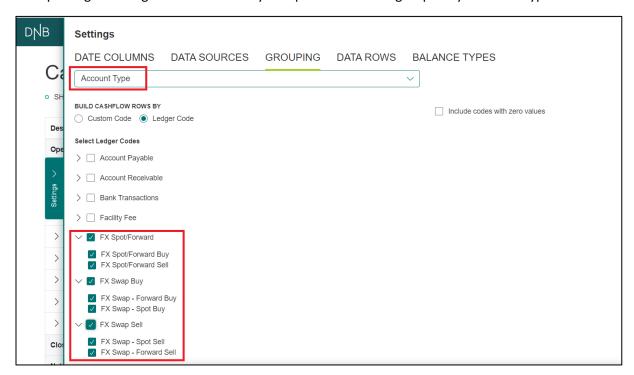
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In Group section you have another option 'Build cashflow rows by', so either you can select 'Custom code' or 'Ledger code'. We also have additional option to skip or include codes with zero values.



So, with different grouping combination of your choices, you can generate CFA report. Below is an example of generating the Cashflow analysis report for Fx deals grouped by 'Account Type'.





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DNB Dashboard Reconciliation V Instruments V Cash Management V Reporting V A ADMIN Cashflow Analysis - NOK $~~\downarrow~|~\oplus~\%~ \bowtie$ o SHOW ALL ✓ Save As Description 25 Apr 2023 26 Apr 2023 27 Apr 2023 28 Apr 2023 29 Apr 2023 30 Apr 2023 Operational Account -14,400.00 > FX Spot/Forward 0.00 0.00 0.00 0.00 0.00 167.410.71 FX Swap Buy 0.00 0.00 0.00 0.00 0.00 > FX Swap Sell -14.400.00 0.00 0.00 0.00 0.00 0.00 Closing Balance In NOK -14,400.00 -14,400.00 -14,400.00 -14,400.00 -14,400.00 153,010.71 Net In NOK 0.00 0.00 0.00 167,410,71 Operational Account Cash Pool

110,192.84

0.00

0.00

0.00

110,192.84

0.00

0.00

0.00

110,192.84

0.00

0.00

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110,192.84

0.00

0.00

0.00

Data Rows

Opening Balance In NOK

> FX Spot/Forward

FX Swap Buy

FX Swap Sell

In Data Rows, you can control your data view in CFA report. Data is displayed as per the selected option as shown below.

110,192.84

0.00

0.00

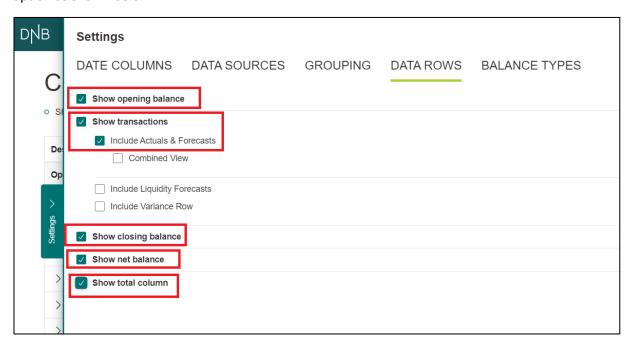
0.00

0.00

0.00

0.00

110,192.84

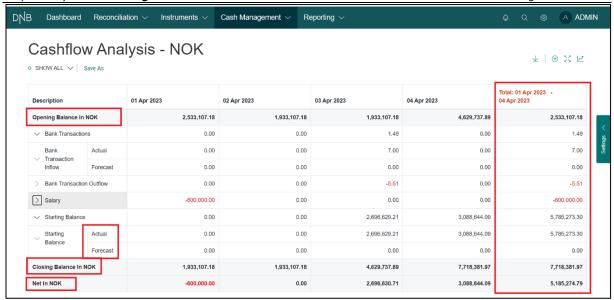


In cashflow analysis report you can see Opening Balance, Closing Balance, Net Balance, Transactions including Actuals and Forecast and total of each balance and forecast.



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You can view actuals and forecast in a combined view with 'Combined View' option.

For variance you can check 'Include Variance Row' option and here you can add and subtract actuals and forecast and see the variance as desired. Also, you have facility to create your own version and add or subtract the same with actuals and forecast.

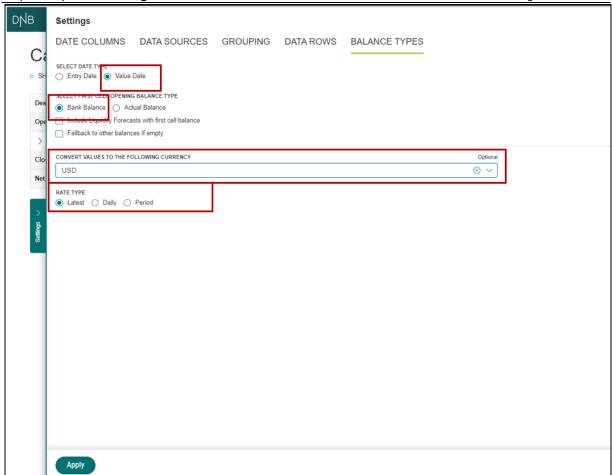
Balance Types

'Convert values to the specific currency' is another feature that we have in which we can convert all the data values into specific currency as desired. You can select the target currency from the dropdown and the data values will be converted into that currency with the selected rate type (Latest, Daily, period).



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Click on 'Apply' to generate the Cashflow analysis report with convert currency as 'NOK' with daily rate.



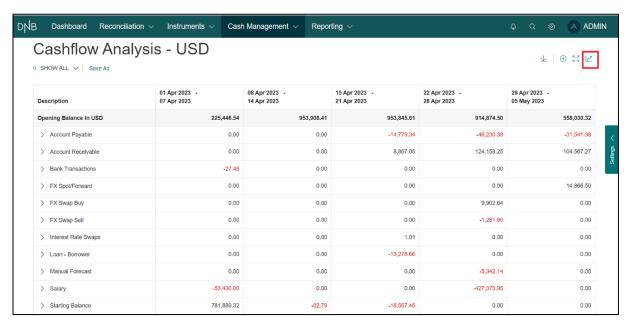


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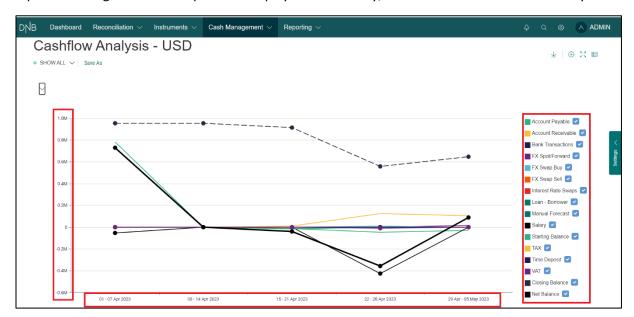
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Graph View

The data on the cashflow analysis report can be viewed in Graphical format. To do so, click on the 'Graph' icon as highlighted below.



Cashflow analysis report generated in graph as shown below. Here, each line with specific color represents Ledger code. Date period is displayed horizontally, and amounts are shown vertically.





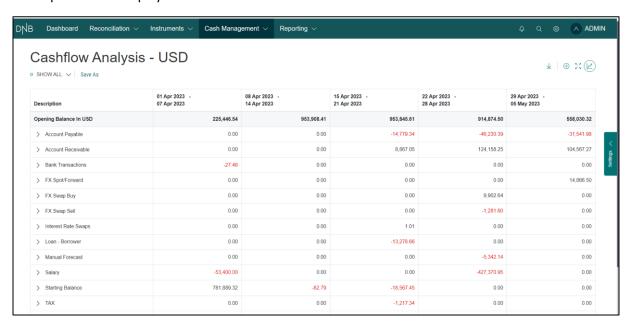
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To return to table view click on the sheet icon as shown below.



CFA report is now displayed in data view.



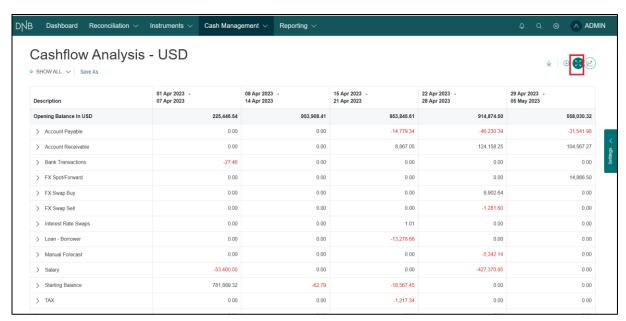


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Prepared by: The Finsight Team

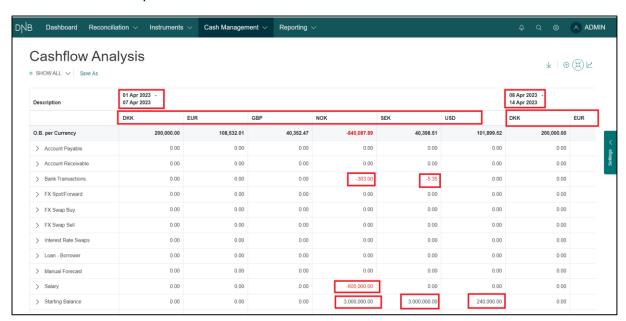
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Data View in Account Currency

You can view CFA data in account's own currency. To do so, click on multi-currency view icon from top right corner.



Cashflow analysis report is generated in account currency view where each transaction is shown in accounts own currency as shown below.

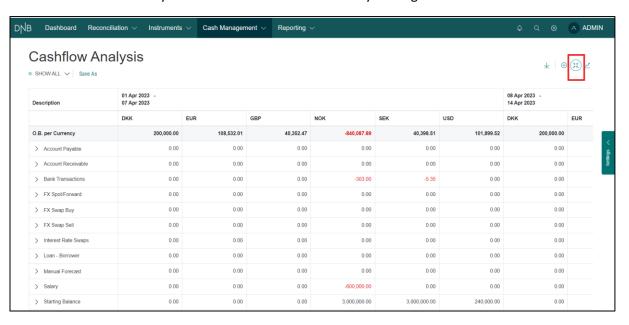




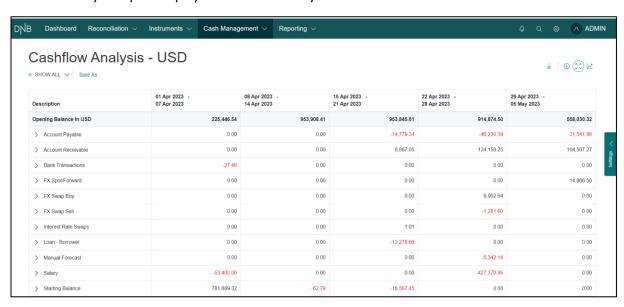
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To return to base currency view click on same multi-currency icon again.



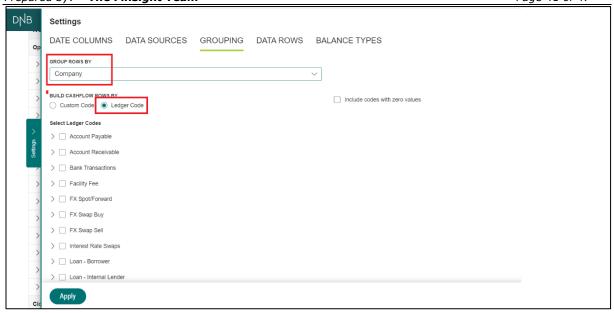
Cashflow analysis report displayed in base currency view.



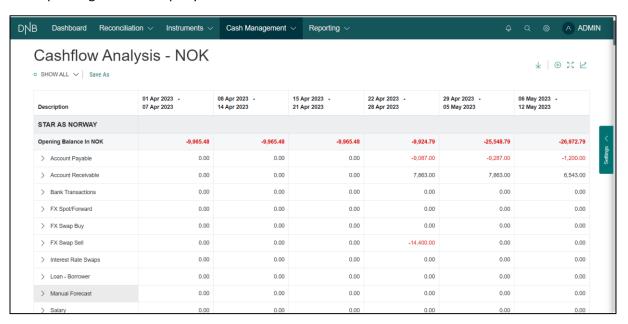


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CFA report is generated as per your date criteria and filters.

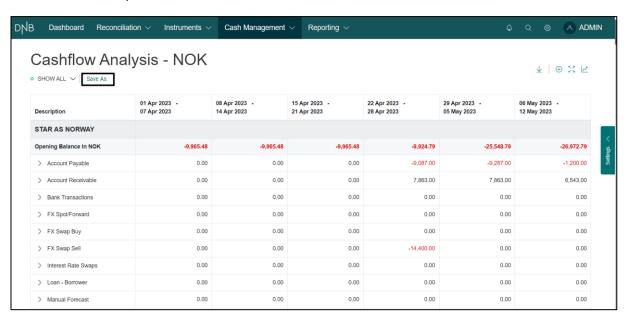




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Prepared by: The Finsight Teal

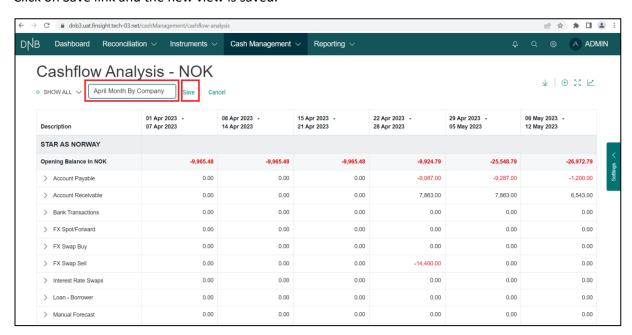
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To create new filter, click on 'Save As' link from left corner as shown below.



It will show a text box where you can enter the name for your new filter.

Click on Save link and the new view is saved.

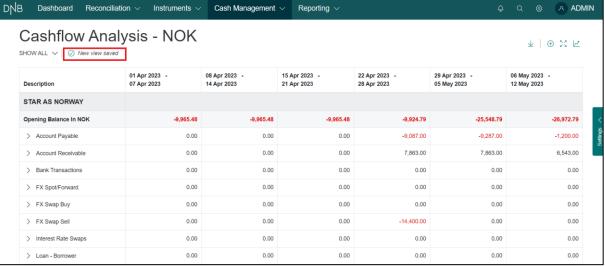




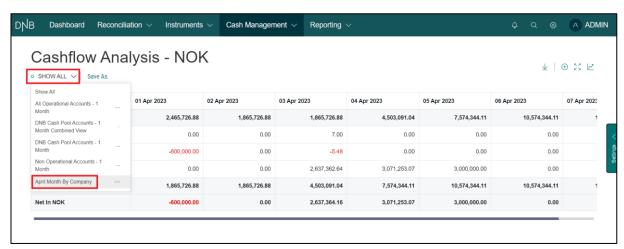
 Version:
 1.0

 Date:
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To view your saved filter, click on 'SHOW ALL' drop down and you can see, that your filter is listed.



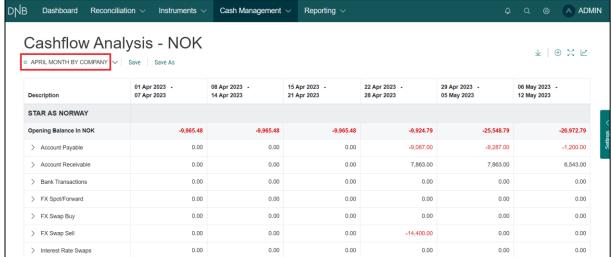
Select your filter and it will generate CFA report with all your entered filters, condition, and date criteria.



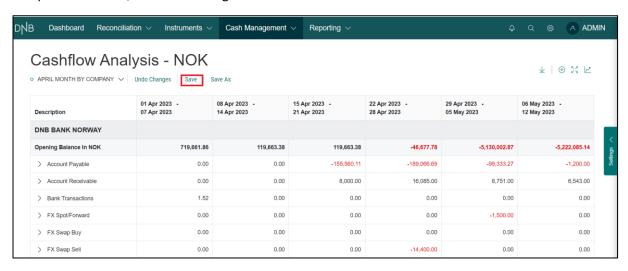
 Version:
 1.0

 Date:
 24.05.2023

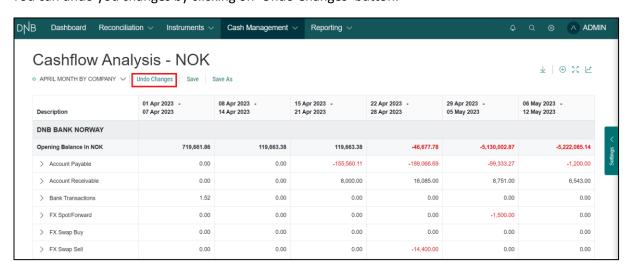
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To update the filter, make the changes and click on 'Save' button.



You can undo you changes by clicking on 'Undo Changes' button.

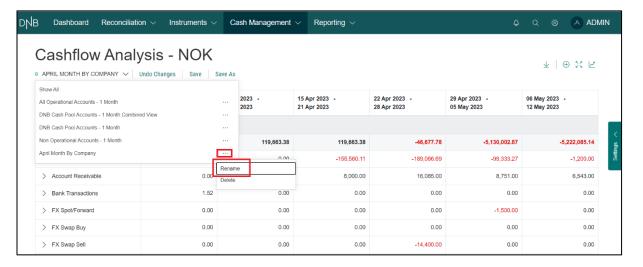




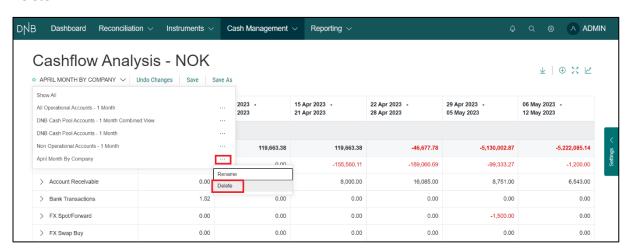
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To Rename the filter, click on the filter list drop down and click on three dots by your filter and select Rename.



To Delete the filter, click on the filter list drop down and click on three dots by your filter and select Delete.



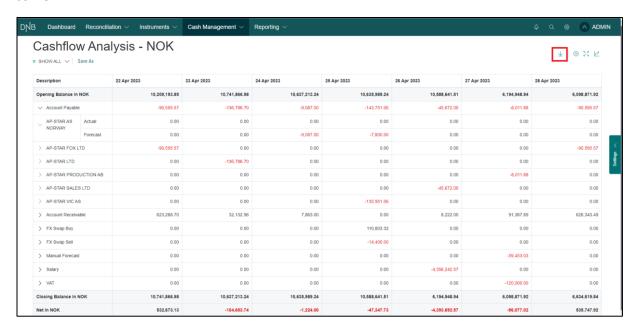


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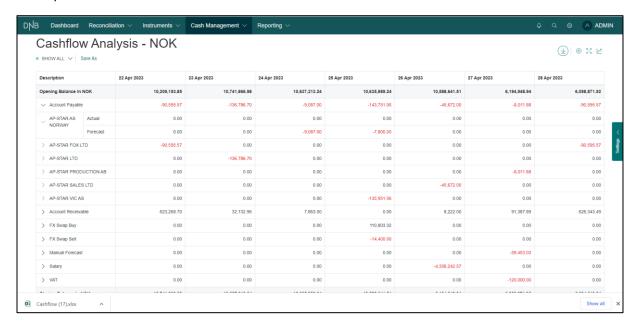
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Export to XLSX

You can export the cashflow analysis report to xlsx, for that click on download arrow from top right corner.



The report is downloaded at bottom of screen as shown.





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To view the report, open the downloaded document. The report will be shown as below.

Description		22 Apr 2023	23 Apr 2023	24 Apr 2023	25 Apr 2023	26 Apr 2023	27 Apr 2023	28 Apr 2023
Opening Balance In NOK		10 209 193,85	10 741 866,98	10 637 213,24	10 635 989,24	10 588 641,51	6 194 948,94	6 098 871,92
Account Payable		-90 595,57	-136 786,70	-9 087,00	-143 751,06	-45 672,00	-8 011,88	-90 595,57
•	Actual	0,00	0,00	0,00	0,00	0,00	0,00	0,00
AP-STAR AS NORWAY Forec	Forecast	0.00	0,00	-9 087,00	-7 800.00	0,00	0,00	0,00
	Actual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AP-STAR FOX LTD	Forecast	-90 595,57	0.00	0.00	0.00	0.00	0.00	-90 595,57
	Actual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Forecast	0,00	-136 786,70	0.00	0,00	0.00	0,00	0.00
	Actual	0,00	0.00	0.00	0,00	0.00	0,00	0,00
AP-STAR PRODUCTION AB Forecas		0,00	0,00	0,00	0,00	0,00	-8 011,88	0,00
		0,00	0.00	0.00	0.00	0.00	0.00	0.00
AP-STAR SALES LTD For Act	Forecast	0,00	0.00	0,00	0.00	-45 672,00	0.00	0,00
	Actual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Forecast	0,00	0.00	0.00	-135 951,06	0.00	0,00	0.00
Account Receivable	TOTECASE	623 268,70	32 132,96	7 863,00	0,00	8 222,00	91 387,89	626 343,49
Account Receivable	Actual	0,00	0,00	0,00	0,00	0,00	0,00	0,00
AR-STAR AS NORWAY	Forecast	0,00	0,00	7 863,00	0,00	0,00	0,00	0,00
	Actual	0,00	0,00	0,00	0,00	0,00	0,00	0,00
					0,00			
AR-STAR FOX LTD	Forecast	623 268,70	0,00	0,00		0,00	0,00	626 343,49
AD CTAD LTD	Actual	0,00	0,00	0,00	0,00	0,00	0,00	0,00
AR-STAR LTD	Forecast	0,00	32 132,96	0,00	0,00	0,00	0,00	0,00
AR-STAR PRODUCTION AB Fore	Actual	0,00	0,00	0,00	0,00	0,00	0,00	0,00
		0,00	0,00	0,00	0,00	0,00	91 387,89	0,00
	Actual	0,00	0,00	0,00	0,00	0,00	0,00	0,00
AR-STAR SALES LTD	Forecast	0,00	0,00	0,00	0,00	8 222,00	0,00	0,00
FX Swap Buy		0,00	0,00	0,00	110 803,32	0,00	0,00	0,00
	Actual	0,00	0,00	0,00	0,00	0,00	0,00	0,00
FX Swap - Spot Buy	Forecast	0,00	0,00	0,00	110 803,32	0,00	0,00	0,00
FX Swap Buy		0,00	0,00	0,00	110 803,32	0,00	0,00	0,00
	Actual	0,00		0,00		0,00	0,00	0,00
FX Swap - Spot Buy	Forecast					0,00	-,	0,00
FX Swap Sell		0,00				0,00		0,00
	Actual	0,00				0,00		0,00
FX Swap - Spot Sell	Forecast					0.00		0,00
Manual Forecast		0,00				0.00	-,	0.00
	Actual	0,00				0.00		0.00
Manual Forecast Inflow	Forecast					0.00		0,00
Salary	. or coust	0,00				-4 356 242.57	0,00	0,00
,	Actual	0,00			-	0,00		0,00
SALARY	Forecast				0,00	-4 356 242,57	0,00	0,00
VAT	TOTECASE	0,00				0,00		0,00
VAI	Actual	0,00				0,00		0,00
MAT.			-					
VAT	Forecast				-/	0,00		0,00
Closing Balance In NOK		•	•	•	10 588 641,51	•	6 098 871,92	•
Net In NOK		532 673,13	-104 653,74	-1 224,00	-47 347,73	-4 393 692,57	-96 077,02	535 747,92