

Up Your Cash Flow User Tips

To get started we recommend importing a trial balance (TB). See the section “Key in/importing historical data”. Please review the video.

Remember the mapping of the trial balance is used for 3 purposes

1. Getting opening balances into the beginning balance sheet
2. Changing *our* account titles to *your* account titles
3. Calculating each expense as a percentage of sales (variable expense). This is done to set up the expense using the TB data.

Only map and transfer the data **ONCE**. If the TB changes after it is transferred edit the changes at the forecast. **Caution:** if you edit data then transfer the TB a second time it may override any edited changes in the forecast.

Suggested items to review after importing and mapping a TB

1. Go to “Print/data view and print reports”. Go to the P&L. Open it up. Left Double click on any expensive account and review the multiple options available for editing the expense.
2. Right click on any expense account to see the options available using the right click option.

The following should be the sequence of events after the TB has been transferred to the forecast and after reviewing items 1 and 2 above.

1. Review all the information on the P&L even though the forecast will not be correct.
2. Edit sales. Select a method that you want to use for your sales forecast. This could be percentage of completion accounting, sales by product/service or sales and collections. Sales and collections should be used if any of the other methods are not suitable.
3. After completing the editing of sales and collections please review each of the expenses accounts.
4. If the variable rate or the expense should be changed or using a different method double click on the expense and select the appropriate method you wish to use.
5. After the completing the editing of expenses move on to developing additional information such as amortizing term loans, credit line analysis, purchase of equipment and so on.

If for any reason you're having a problem on how perform a particular process please call us at 800-873-7789 extension 101. If you have a service agreement sign up for training which is usually held on Tuesdays at 10 am PDT.

More tips to follow.