Cash Projection

Report Module Guide: Cash Projection

Module Location

Finance > Reports > Cash Projection

Module Objective

The **Cash Projection Report** module is used to generate a forecast or projection report of the company's future cash balance. This report simulates cash inflows and outflows based on existing transaction data (such as invoice due dates) to help management anticipate cash positions, manage liquidity, and make strategic financial decisions.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the projection report that will be generated.

Here is an explanation for each parameter:

- **Company**:
  - Select the company whose report you wish to see from the dropdown.
- **Period**:

- Specify the future date range you wish to project (e.g., October 1, 2025, to October 31, 2025).

- **Currency**:
  - Set the currency preference for the report.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the future projection **Period**.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the cash projection report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Report Content (Conceptual)

The generated report will be a table (often displayed per week or per day) that shows:

- Beginning Cash Balance
- Projected Cash Receipts (based on receivables due, incoming Giros, etc.)

- Projected Cash Disbursements (based on payables due, outgoing Giros, routine costs, etc.)
- Projected Net Cash Flow
- Projected Ending Cash Balance

Tips & Important Notes

- The accuracy of this report is highly dependent on the accuracy of the **due dates** on all receivable and payable transactions in the system.
- Use this report to plan for funding needs, identify potential **cash deficits**, or plan for investments if there is a **cash surplus**.
- This is a crucial strategic planning tool for **Finance Management and Treasury**.

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