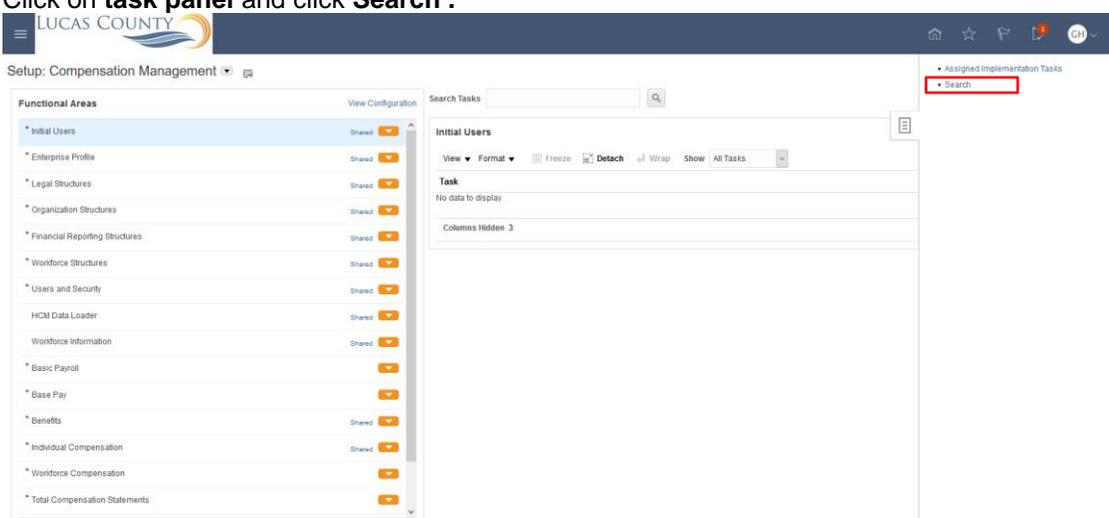
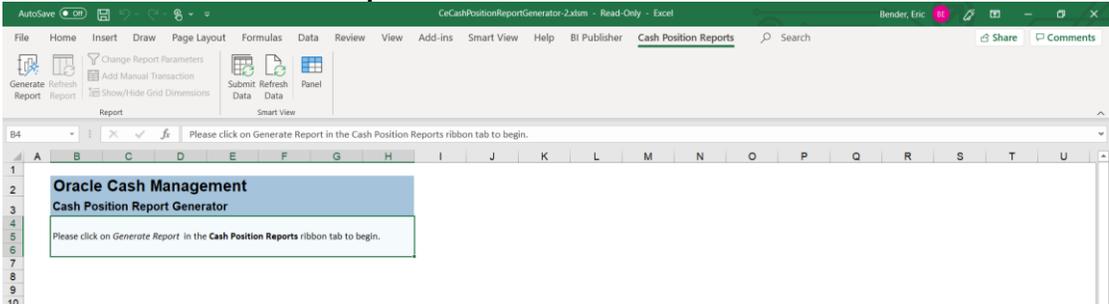
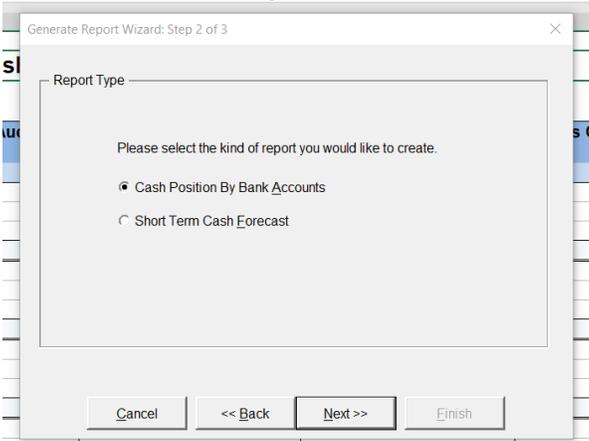
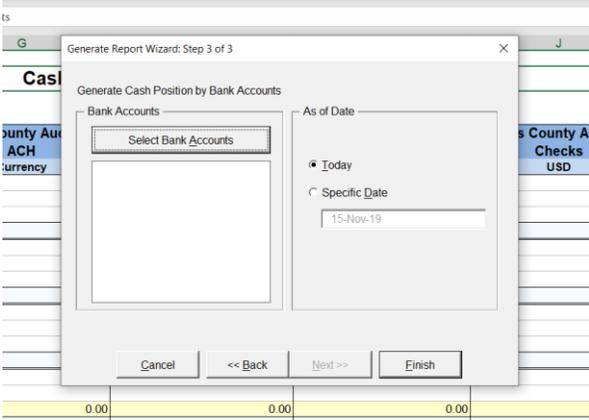
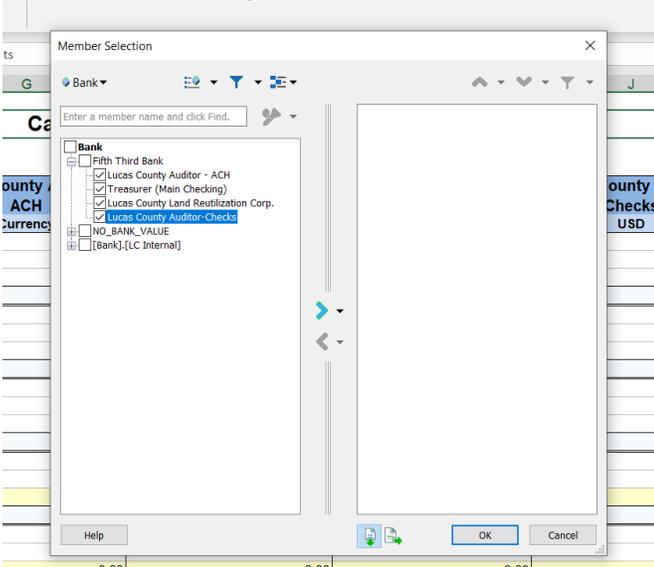


Generate Cash Position / Forecast

Audience: Cash Manager

Purpose: This Process is to generate a cash position and forecast report to determine the daily cash position of the organization. The report takes the closing balance of the prior day bank statement and applies any payables and cash receipts against it.

Step	Action
1	Go to Navigator and click on Setup and Maintenance .
2	Click on task panel and click Search . 
3	Type in <i>Create Cash Positioning Report</i> in the search field. Then Click on Magnifying glass icon.
4	Select the Create Cash Positioning Report option. This launches an external spreadsheet.
5	Select the option to Open with Microsoft Excel .
6	Click Enable Editing button.
7	Click Enable Content button.
8	Click on the Cash Position Reports Ribbon Bar Tab. 
9	Select Generate Report .
10	Validate that the URL is pointing to Production: (https://eieb.fa.us6.oraclecloud.com/workspace/SmartViewProviders).
11	Click Next .
12	Log in to the Production Environment.

<p>13</p>	<p>Select <i>Cash Position by Bank Accounts</i>.</p> 
<p>14</p>	<p>Click Next.</p>
<p>15</p>	<p>Click on Select Bank Accounts.</p> 
<p>16</p>	<p>Select the banks accounts you want to create a cash position Report For and click the '>' icon to add them to the report.</p> 

	Then click OK .																																																																																										
17	Click Finish .																																																																																										
18	<p>Cash Position Report is Generated.</p> <table border="1"> <thead> <tr> <th></th> <th>Lucas County Auditor - ACH Currency</th> <th>Treasurer (Main Checking) USD</th> <th>Lucas County Land Reutilization Corp. USD</th> <th>Lucas County Auditor-Checks USD</th> </tr> </thead> <tbody> <tr> <td>Opening Balance</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Closing Ledger Balance</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>2 Day Float</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Opening Balance</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Inflows</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Transaction Type</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Total Inflows</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Outflows</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Transaction Type</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Total Outflows</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Manual Inflows</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Transaction Type</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Total Inflows</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Manual Outflows</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Transaction Type</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Total Outflows</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Projected Balance</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Lucas County Auditor - ACH Currency	Treasurer (Main Checking) USD	Lucas County Land Reutilization Corp. USD	Lucas County Auditor-Checks USD	Opening Balance					Closing Ledger Balance	0.00	0.00	0.00	0.00	2 Day Float	0.00	0.00	0.00	0.00	Opening Balance	0.00	0.00	0.00	0.00	Inflows					Transaction Type	0.00	0.00	0.00	0.00	Total Inflows	0.00	0.00	0.00	0.00	Outflows					Transaction Type	0.00	0.00	0.00	0.00	Total Outflows	0.00	0.00	0.00	0.00	Manual Inflows					Transaction Type	0.00	0.00	0.00	0.00	Total Inflows	0.00	0.00	0.00	0.00	Manual Outflows					Transaction Type	0.00	0.00	0.00	0.00	Total Outflows	0.00	0.00	0.00	0.00	Projected Balance	0.00	0.00	0.00	0.00
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19	<p>To Create a Cash Forecast, Select Short Term Cash Forecast rather than Cash Position By Bank Accounts.</p>																																																																																										
20	<p>Select the Bank Account you wish to create a forecast for from the drop down.</p>																																																																																										

21 Select the **Number of Days** to Forecast.

Generate Report Wizard: Step 3 of 3

Generate Short Term Cash Forecast

Bank Account: **Treasurer (Main Checking)**

Number of Days: **5**

Buttons: Cancel, << Back, Next >>, Finish

22 Click **Finish** to generate the report.

5 Day Cash Forecast							
Treasurer (Main Checking) (USD)							
	Nov 15, 2019			Forecast			
	Forecast	Actuals	Variance	Day 2	Day 3	Day 4	Day 5
Opening Balance							
Closing Ledger Balance	0.00	0.00		0.00	0.00	0.00	0.00
2-Day Float	0.00	0.00					
Opening Balance	0.00	0.00		0.00	0.00	0.00	0.00
Inflows							
Transaction Type	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Inflows	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Outflows							
Transaction Type	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Outflows	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Manual Inflows							
Transaction Type	0.00			0.00	0.00	0.00	0.00
Total Inflows	0.00			0.00	0.00	0.00	0.00
Manual Outflows							
Transaction Type	0.00			0.00	0.00	0.00	0.00
Total Outflows	0.00			0.00	0.00	0.00	0.00
Projected Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00