

## Summary:

- Finance Cash Position Dashboard is set to replace the weekly email of cash at site.
- Each country will input, as one total, their cash balance weekly.
- Submissions will always be in GBP, converted at that months exchange rate.
- Submissions should be made each Monday and should be the cleared closing cash balance on the previous Friday.

**It is important to read the following 4 pages before continuing with the Cash Position Dashboard.**

This document covers the following:

- Adding a Cash Position Report
- Editing a Cash Position Report
- Editing and Submitting Comments (Region Reviewer Only)
- Viewing a Cash Position Report
- Navigating around the Cash Position Dashboard

## Adding a Cash Position Report

1. Go to **Applications** -> **Dashboards** -> **Cash Position** from the Intranet dropdown menus.



Figure 1 - Cash Position Dropdown

2. The Cash Position Dashboard will now open.
3. Click Add Cash Report as shown in *Figure 2*.



Figure 2 - Add Cash Position Report

4. Select the week to be added as shown in *Figure 3*.
  - a. **Note:** The system will not allow you to add a week where information has already been entered.
  - b. **Note 2:** If the form errors please look at Section 2 of this report.
  - c. **Note 3:** If you are the Region Reviewer, please go to Section 3 of this report.

 A screenshot of the "Add Cash Position Form". It contains several input fields with question mark icons to their left. The first field is "Cash Date:" and its dropdown menu is open, showing a list of dates: "21/11/2009", "28/11/2009", "05/12/2009", "12/12/2009", and "19/12/2009". The other fields are for "Suzhou (Sterling at Current Month FX)", "SSITCO (Sterling at Current Month FX)", "Hong Kong (Sterling at Current Month FX)", "Korea (Sterling at Current Month FX)", and "Malaysia (Sterling at Current Month FX)". A "Submit" button is located at the bottom right.

Figure 3 - Month to be added

5. Fill in the fields for your site – Please enter these figures in **GBP** (translated at that months FX rate).
6. Click **Submit**.
7. The information will now be saved to the database. The Group total will be updated automatically.

## Editing a Cash Position Report

If the form states a report already exists, please follow the instructions below:

1. Go to **Applications** -> **Dashboards** -> **Cash Position** from the Intranet dropdown menus.
2. View the **Your Cash Reports** "snapin" on the Cash Position homepage as shown in *Figure 4*.



Figure 4 - Your Cash Reports

3. Click the relevant date you wish to add/update your details for.

**a. Note: If the date you are trying to enter for is not showing please email Jason Matthews with details of the problem.**

4. The Cash Position Form will load.
5. Fill in the fields for your site.
6. Click **Submit**.
7. The information will now be saved to the database. The Group total will be updated automatically.

## Editing and Submitting Comments (Region Reviewer Only)

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If you are the Region Reviewer (if you are unsure refer to the email Finance **Cash Position Dashboard**) follow the instructions below:

1. Go to **Applications** -> **Dashboards** -> **Cash Position** from the Intranet dropdown menus.
2. View the **Your Cash Reports** snapin on the Cash Position homepage as shown in *Figure 4*.
3. Click the relevant date you wish to add/update your details for.
  - a. Note: If the date you are trying to enter for is not showing please email Jason Matthews with details of the problem.**
4. The Cash Position Form will load.
5. Please check all cash fields have been entered correctly.
6. Add your summary comments on the main moments in the week/expected next week. (These comments will be sent to Matthew Fowler).
7. Click **Submit**.
8. Your comments will now be added to the system.

## Viewing a Cash Position Report

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On the Cash Position Dashboard homepage you are able to select a number of sites to view the Cash Position over a period of 3 months. An animated bar is always fixed at the top of the page showing the Group Cash Position. This bar will change within a given month depending on which sites have entered information.

Follow the instructions below to change the output of the line graph.

1. Select the sites you would like to see a report for by clicking on the tick boxes as shown in *Figure 5*.
  - a. Note: Use the Tick All, Untick All buttons to help selecting/unselecting multiple sites.



Figure 5 - Tick Options

2. Click **Submit**.

## Navigating around the Cash Position Dashboard

Figure 6 below will help with navigating around the Cash Position Dashboard homepage.

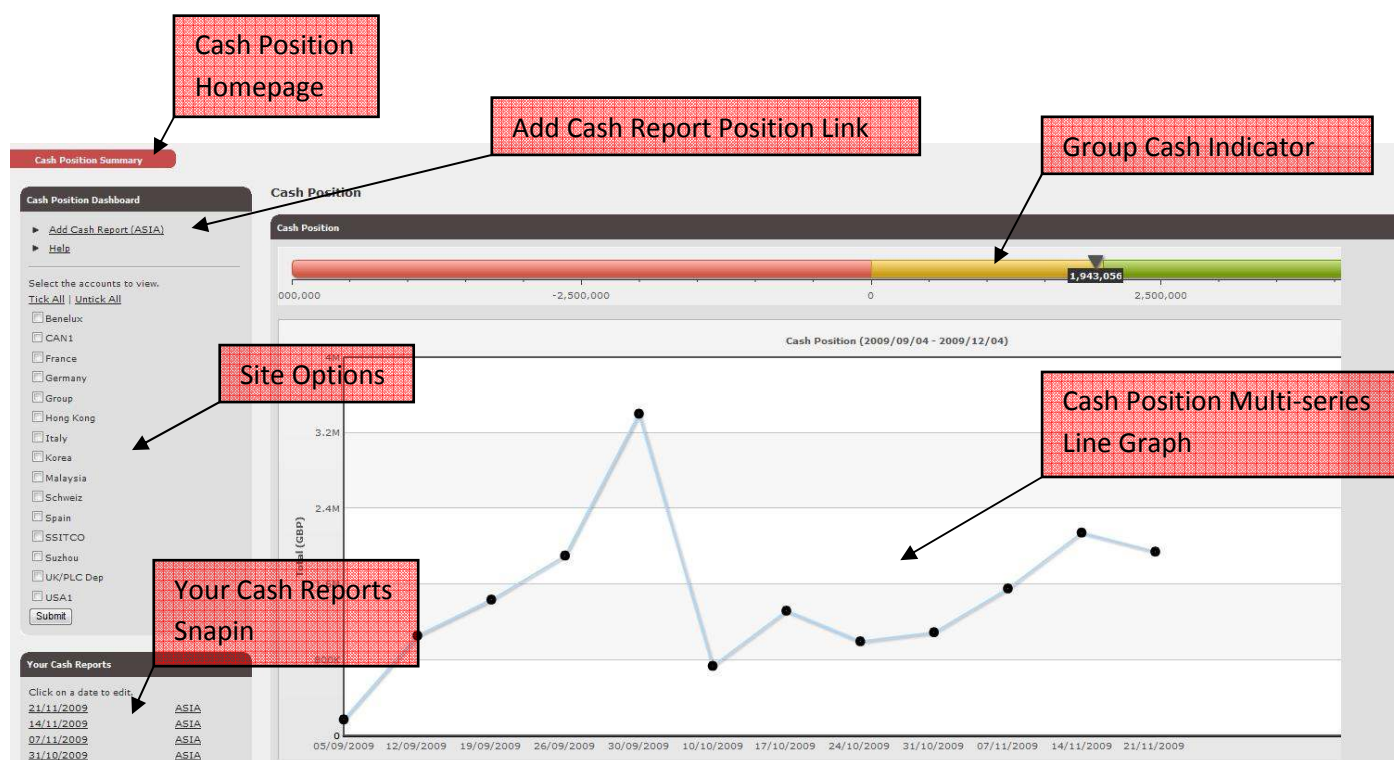


Figure 6 - Cash Position Dashboard Homepage