



## **PayNet RECM Project**

**Cash Forecast** 

**User Guide** 









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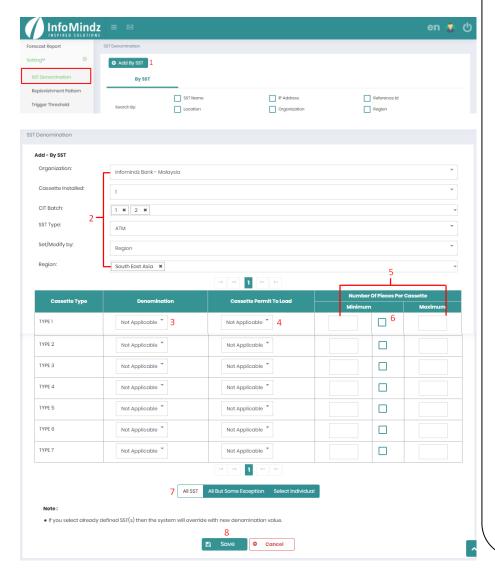




### 1 Setting

#### 1.1 SST Denomination

 This page is used to define It is used to define the denomination, how many cassettes are permitted to load and what is the min/max pieces to be loaded per cassette.

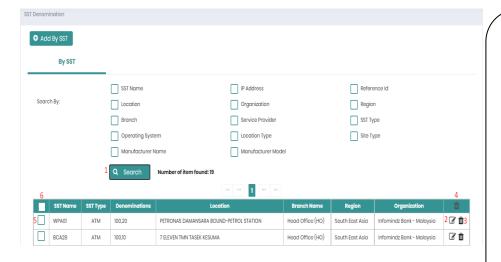


## STEPS TO DEFINE SST DENOMINATION

- Click on **Add By SST** button to add new SST denomination.
- 2. Select/Enter the required details. (Cassette Installed should be count of the cassette inside that particular SST and CIT batch should be 1.)
- 3. Select required **Deno** under Denomination dropdown.
- Select no. of cassette permit to load based on deno-wise.
- 5. Enter the **Minimum and Maximum** number of pieces per cassette.
- 6. Tick on the checkbox to allow multiply of min amount. (Suppose If 500 is min and 2000 is max amount for particular Cassette, then number of pieces per Cassette can be min 500 and max 1500)
- Select any one of the options to define either by All SST or All but Some exception or select individual SST's.
- 8. Click **Save** to save the setting.

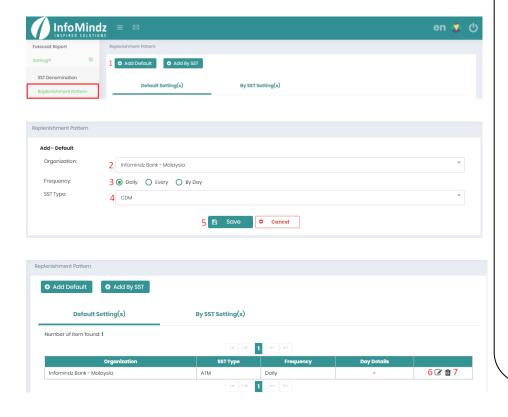






### 1.2 Replenishment Pattern

• This page is used to define the Replenishment Pattern by SST or Default. (How frequent the amount is loaded for each SST.



## STEPS TO MANAGE SST DENOMINATION

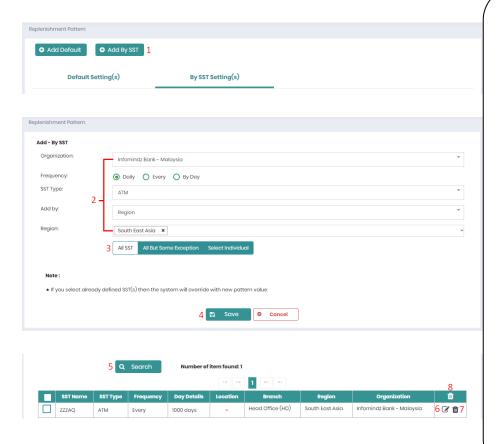
- 1. Click on **Search** button to search the saved setting.
- 2. Click on icon to edit the specific SST setting.
- 3. Click on icon to delete the specific SST setting.
- 4. Click on icon to delete the all-SST setting.
- 6. Click check box to select all SSTs in that page.

# STEPS TO DEFINE DEFAULT REPLENISHMENT PATTERN

- Click on Add Default button to add new default setting.
- 2. Select **organization** from the dropdown.
- Select type of frequency required. (Replenishment frequency is done either daily/every 2 or 3 days/by day wise)
- 4. Select SST type.
- 5. Click **Save** to save the default setting.
- 6. Click on icon to edit the added default setting.
- Click on icon to delete the added default setting.





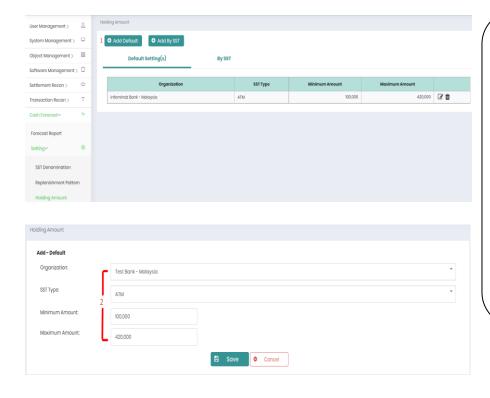


# STEPS TO ADD REPLENISHMENT PATTERN BY SST

- Click on Add By SST button to add new setting by SST.
- Select/Enter the required details. (Replenishment frequency is done either daily/every 2 or 3 days/by day wise)
- Select any one of the options to define either by All SST or All but Some exception or Select individual SST's.
- 4. Click **Save** to save the setting.
- 5. Click on **Search** button to search the saved setting.
- 6. Click on icon to edit the specific SST setting.
- 7. Click on icon to delete the specific SST setting.
- 8. Click on icon to delete the SST setting altogether.

### 1.3 Holding Amount

 This page is used to define the Holding Amount (Minimum & maximum amount to be loaded for SST).

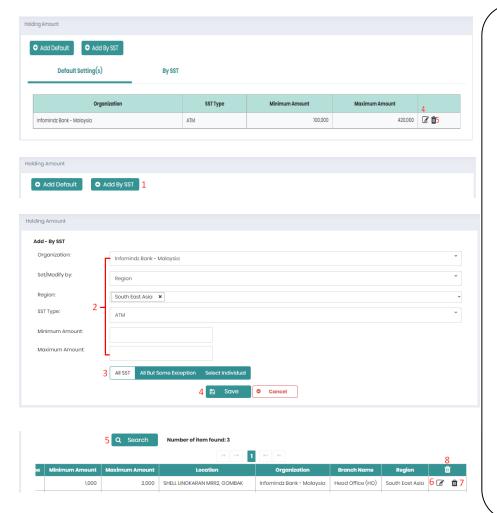


# STEPS TO DEFINE DEFAULT HOLDING AMOUNT

- Click on Add Default button to add new default setting.
- Select/Enter the required details. (Min amount and maximum amount to be loaded for all SST's under selected organization)
- 3. Click on **Save** button to save the setting.
- 4. Click on icon to edit the added default setting.
- 5. Click on icon to delete the added default setting.





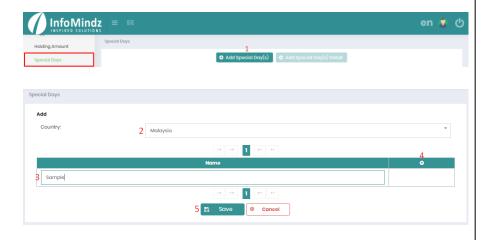


# STEPS TO DEFINE HOLDING AMOUNT BY SST

- Click on Add Default button to add new default setting.
- Select/Enter the required details. (Minimum amount and maximum amount allowed for that particular SST)
- Select the options given to add either by all SSTs or with exception or individually.
- 4. Click on **Save** button to save the setting.
- 5. Click on **Search** button to search the saved setting.
- Click on icon to edit the added default setting.
- 7. Click on icon to delete the added default setting.
- 8. Click on icon to delete the SST setting. altogether.

### 1.4 Special Days

• This page is used to define the Special Days.

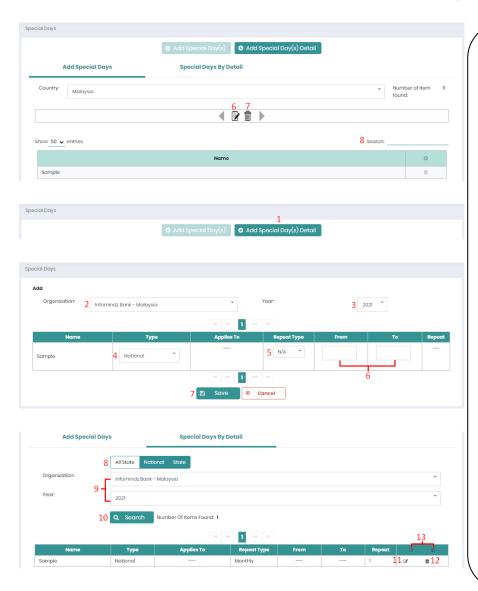


# STEPS TO DEFINE SPECIAL DAYS

- Click on Add Special Day(s) button to add new special day.
- 2. Select **country** from the dropdown.
- 3. Enter name.
- 4. Click on icon to add more special days.
- 5. Click on **Save** button to save the details.
- 6. Click on icon to edit all the added details altogether.
- 7. Click on in icon to delete all the added details altogether.
- 8. Enter any required name to search.





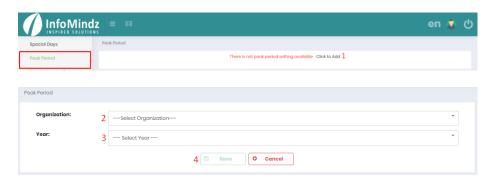


# STEPS TO DEFINE SPECIAL DAYS DETAIL

- Click on Add Special Day(s)
   Detail button to add the detail of special day added.
- 2. Select **organization** from the dropdown.
- 3. Select **Year** from the dropdown.
- Select National if the special day applies to all or State if i applies to certain states only.
- 5. Select **Monthly** if it is repeated every month.
- 6. Enter the From and To date if repeat type is N/A.
- 7. Click on **Save** button to save the details.
- 8. Select any option required.
- 9. Select organization and year from the dropdown.
- 10. Click on **Search** button to search the added details.
- 11. Click on icon to edit the added details.
- 12. Click on icon to delete the added details.
- 13. Click on icon to edit and icon to delete the added details altogether.

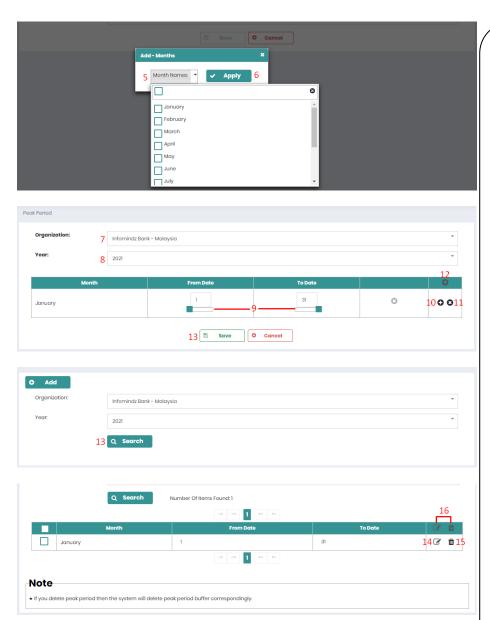
### 1.5 Peak Period

• This page is used to define the Peak Period for each month.









## STEPS TO DEFINE PEAK PERIOD

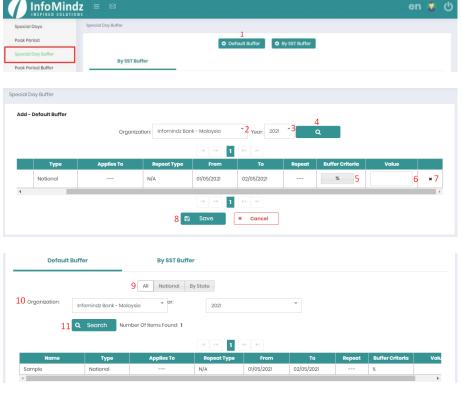
- 1. Click on Click to Add.
- 2. Select **organization** from the dropdown.
- 3. Select **year** from the dropdown.
- 4. Click **Save** to save the details.
- 5. Select the months which is having peak period.
- Click on Apply button to save the selected months.
- 7. Select **organization** from the dropdown.
- 8. Select **year** from the dropdown.
- Slide the From Date and To Date to the required number which defines the date.
- 10. Click on icon to add more rows to define the From and To date in same month.
- 11. Click on icon to delete the added dates.
- 12. Click on o icon to add more months.
- 13. Click on **Search** button to search the saved details.
- 14. Click on icon to edit the added details.
- 15. Click on icon to delete the added details.
- 16. Click on icon to edit and icon to delete the added details altogether.

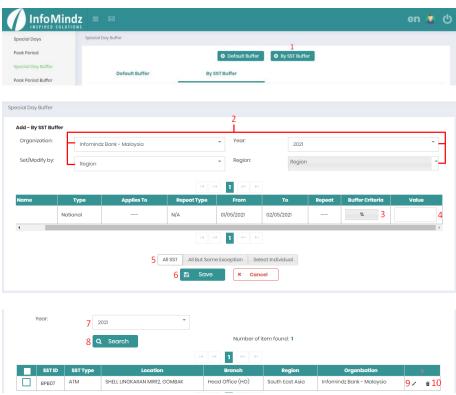




### 1.6 Special Day Buffer

- This page is used to define the Special Day Buffer.
- It can only be configured after special day is added in Special Days page.





## STEPS TO DEFINE DEFAULT SPECIAL DAY BUFFER

- 1. Click on **Default Buffer** button to add new buffer.
- 2. Select **organization** from the dropdown.
- 3. Select **year** from the dropdown.
- Click on Search icon to search the added special day in Special Day page.
- Select Buffer Criteria either by percentage or amount.
- 6. Enter the % or amount based on selection.
- Click on icon to clear the inserted value.
- 8. Click on **Save** button to save the details.
- 9. Select the required options.
- 10. Select organization and year from the dropdown.
- 11. Click on **Search** button to search the saved details.

#### **STEPS TO ADD BY SST**

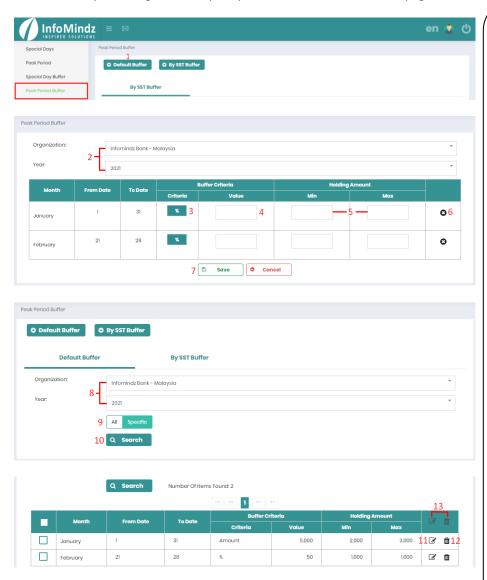
- Click on By SST Buffer button to add new buffer by SST.
- Select organization, year, set by and region from the dropdown respectively.
- Select Buffer Criteria either by % or amount.
- 4. Enter the **% or amount** based on selection.
- Select any one of the options to define either by All SST or All but Some exception or Select individual SST's.
- 6. Click on **Save** button to save the details.
- 7. Select year from the dropdown.
- 8. Click on **Search** button to search the saved details.
- Click on icon to edit the added details.
- 10. Click on icon to delete the added details.





#### 1.7 Peak Period Buffer

- This page is used to define the Peak Period Buffer.
- It can only be configured after peak period is added in Peak Period page.

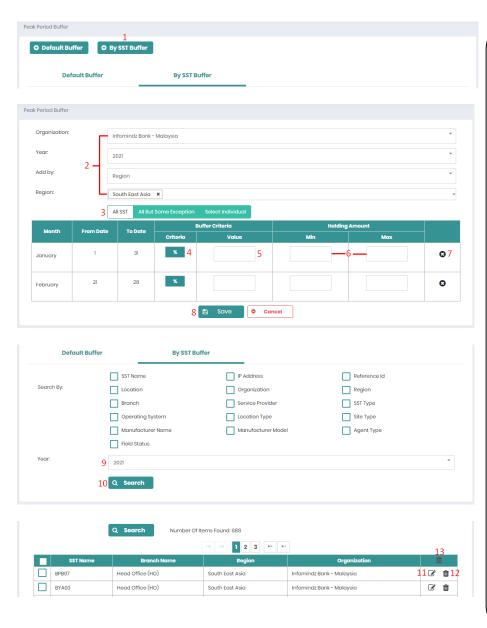


# STEPS TO DEFINE PEAK PERIOD BUFFER

- Click on **Default Buffer** button to add new buffer.
- 2. Select **organization and year** from the dropdown
- 3. Select **Buffer Criteria** either by % or amount.
- 4. Enter the **% or amount** based on selection.
- Enter the Min and Max of Holding Amount for that particular month.
- 6. Click on **3** icon to clear the inserted amount.
- 7. Click on **Save** button to save the details.
- 8. Select **organization** and year from the dropdown.
- 9. Select the required options.
- Click on **Search** button to search the added default buffer.
- 11. Click on icon to edit the added details.
- 12. Click on icon to delete the added details.
- 13. Click on icon to edit and icon to delete the added details altogether.







#### STEPS TO ADD BY SST BUFFER

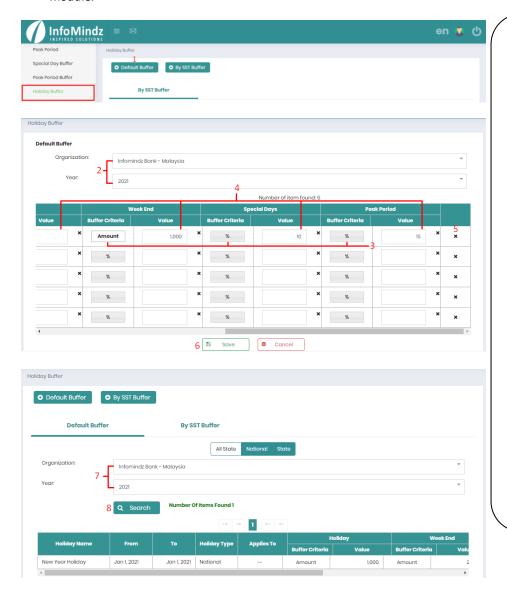
- Click on By SST Buffer button to add new buffer by SST.
- Select organization, year, Add by and region from the dropdown respectively.
- 3. Select the required options.
- 4. Select **Buffer Criteria** either by % or amount.
- 5. Enter the **% or amount** based on selection.
- 6. Enter the **Min and Max** of Holding Amount for that particular month.
- 7. Click on (3) icon to clear the inserted amount.
- 8. Click on **Save** button to save the details.
- 9. Select **year** from the dropdown.
- 10. Click on **Search** button to search the added SST buffer.
- 11. Click on icon to edit the added SST buffer.
- 12. Click on icon to delete the added SST buffer.
- 13. Click on icon to delete the added SST





### 1.8 Holiday Buffer

- This page is used to define the Holiday Buffer.
- It can only be configured after holiday is added in System Holiday page under System Management module.

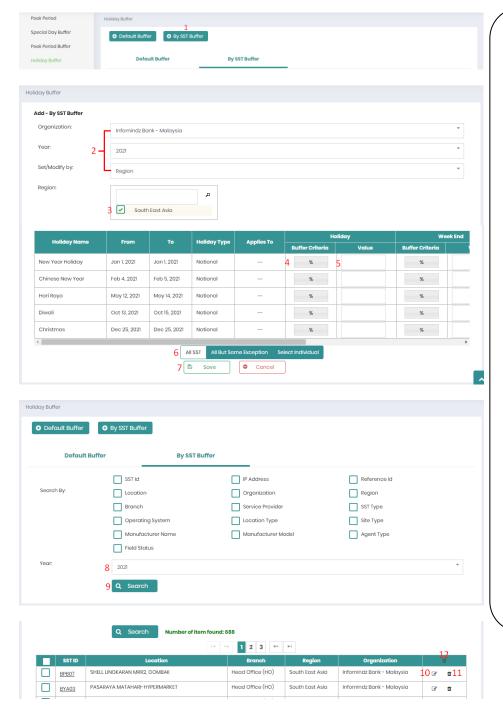


# STEPS TO DEFINE DEFAULT HOLIDAY BUFFER

- Click on Default Buffer button to add new buffer.
- 2. Select **organization and year** from the dropdown.
- 3. Select **buffer criteria**either by amount or %
  for each Weekday,
  Weekend, Special Days
  and Peak Period.
- 4. Enter the % or amount based on selection for each Weekday, Weekend, Special Days and Peak Period.
- 5. Click on **★** icon to clear the inserted value.
- 6. Click on **Save** button to save the details.
- 7. Select organization and year from the dropdown.
- 8. Click on **Search** button to search the added default buffer.







#### STEPS TO DEFINE BY SST BUFFER

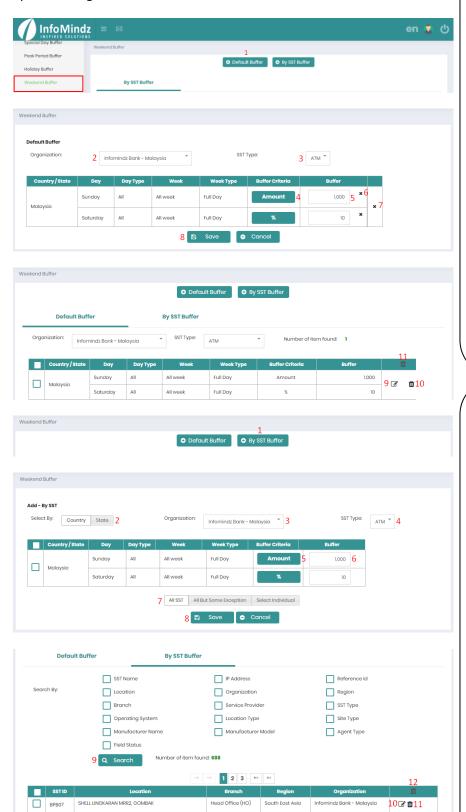
- Click on By SST Buffer button to add new buffer by SST.
- Select organization, year, Add by and region from the dropdown respectively.
- 3. Select the required region.
- 4. Select **Buffer Criteria** either by % or amount.
- 5. Enter the **% or amount** based on selection.
- Select any one of the options to define either by All SST or All but Some exception or Select individual SST's.
- 7. Click on **Save** button to save the details.
- 8. Select **year** from the dropdown.
- Click on **Search** button to search the added SST buffer.
- 10. Click on icon to edit the added SST buffer.
- 11. Click on icon to delete the added SST buffer.
- 12. Click on icon to delete the added buffer for all SST.





#### 1.9 Weekend Buffer

- This page is used to define the Weekend Buffer.
- It can only be configured after weekend is added in System Holiday page und System Management module.



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#### STEPS TO DEFINE WEEKEND **BUFFER**

- 1. Click on **Default Buffer** button to add new buffer.
- 2. Select organization from the dropdown.
- 3. Select **SST type** from the dropdown.
- 4. Select Buffer Criteria either by % or amount.
- 5. Enter the % or amount basec on selection.
- 6. Click on x icon to clear the inserted value.
- 7. Click on x icon to clear all the inserted value altogether
- 8. Click on Save button to save the details.
- 9. Click on icon to edit the added buffer.
- 10. Click on icon to delete the added buffer.
- 11. Click on <sup>III</sup> icon to delete thε added buffer altogether.

#### **STEPS TO DEFINE BY SST BUFFER**

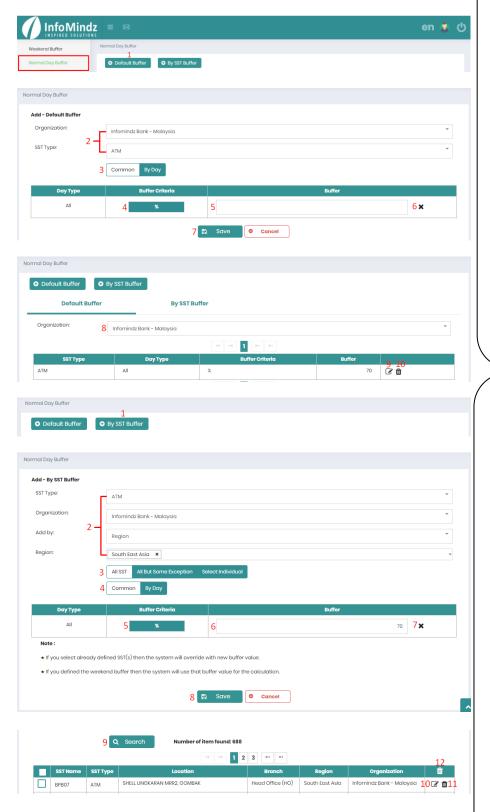
- Click By SST Buffer button to add new buffer by SST.
- 2. Select the options either by country or state.
- 3. Select organization from the dropdown.
- 4. Select **SST type** from the dropdown.
- 5. Select Buffer Criteria either by % or amount.
- 6. Enter the % or amount based on selection.
- 7. Select any one of the options to define either by All SST or All but Some exception or Select individual SST's.
- 8. Click on Save button to save the details.
- 9. Click on Search button to search the added SST buffer.
- 10. Click on icon to edit the added buffer.
- 11. Click on icon to delete the added buffer.
- 12. Click on icon to delete the added buffer altogether.





### 1.10 Normal Day Buffer

This page is used to define the Normal Day Buffer.



## STEPS TO DEFINE NORMAL DAY BUFFER

- Click on **Default Buffer** button to add new buffer.
- Select organization and SST from the dropdown.
- 3. Select the options given either by **country or state**.
- 4. Select **Buffer Criteria** either by % or amount.
- 5. Enter the **% or amount** based on selection.
- 6. Click on **x** icon to clear the inserted value.
- 7. Click on **Save** button to save the details.
- 8. Select organization from the dropdown.
- Click on icon to edit the added buffer.
- 10. Click on icon to delete the added buffer.

#### STEPS TO DEFINE BY SST BUFFER

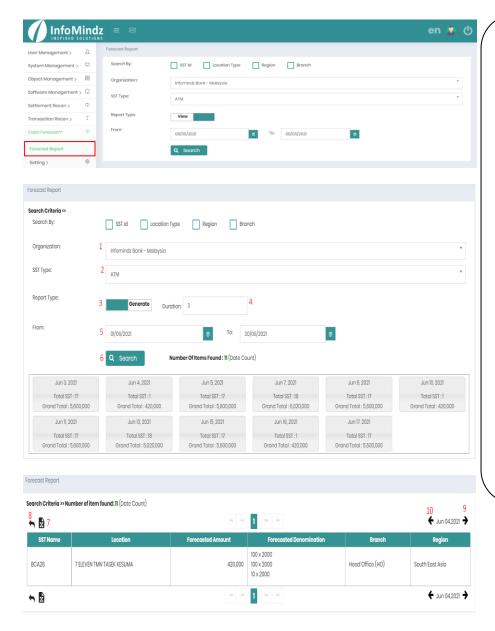
- Click By SST Buffer button to add new buffer by SST.
- 2. Select the required details.
- Select any one of the options to define either by All SST or All but Some exception or Select individual SST's.
- 4. Select the options given either by day or common.
- 5. Select **Buffer Criteria** either by % or amount.
- 6. Enter the **% or amount** based on selection.
- 7. Click on **≭** icon to clear th€ inserted value.
- 8. Click on **Save** button to save the details.
- Click on Search button to search the added SST buffer.
- 10. Click on icon to edit the added buffer.
- 11. Click on icon to delete the added buffer.
- Click on icon to delete the added buffer for all SST.





### 2 Forecast Report

- This page is used to view/export Forecast Report.
- System will consider all the pre-requisite setting which is defined and calculate the forecasted amount and the same will be generated as output in Forecast report.



# STEPS TO VIEW/EXPORT FORECAST REPORT

- 1. Select **organization** from the drop down.
- Select **SST Type** from the drop down.
- 3. Switch to **Generate** Type.
- Enter the duration of months. (Forecast will be predicted based on the number of month's previous dispense history entered here)
- 5. Select From and To date.
- 6. Click on **Search** button to search the report.
- 7. Click on sicon to export the report in Excel.
  - Click on icon to go back to initial page.
- 9. Click on icon to navigate to next page.
- 10. Click on icon to navigate to previous page accordingly.





• Simultaneously, the same will be shown in SST Forecast Details page, after forecast report is generated.

