Sage 300 2027

CashFlow Quick Start Guide

September 2026

This is a publication of Sage Software, Inc.

Last updated: September 3, 2026

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Introduction

Cash flow is critical to the success of every business. To help organizations manage and monitor their cash position more effectively, Sage 300 introduces Cash Flow Analyzer—a dashboard-driven solution for cash flow management. Its intuitive and streamlined interface enables users to quickly identify potential cash flow challenges and take proactive action.

Installation

To install CashFlow Analyzer:

1. Run the setup.exe of the main Sage 300 v2027 installer.
2. Select CashFlow Analyzer from the list then click **Next**.

> **Note:** The CashFlow Analyzer requires Sage 300 Web Screens, as well as General Ledger, Accounts Receivable, and Accounts Payable.

> **Note:** Installation will not proceed if the Web Screens option is not selected.

Contact a Sage 300 business partner, for assistance about implementing Sage 300 Web Screens.

Licensing

A license is needed to use CashFlow Analyzer.

If you receive messages that the software is installed on a trial mode, then it means that a permanent license is not yet registered.

Please contact your Sage Business Partner to sign up for a license.

Activating CashFlow Analyzer

CashFlow Analyzer must be activated for each company database where it will be used.

To activate it:

1. Open **Administrative Services.**
2. Run Data Activation, select **CashFlow Analyzer**.
3. Click **Next** until activation is complete.

After activation, CashFlow Analyzer is available for initial setup.

> **Note:** CashFlow Analyzer setup is the only CashFlow Analyzer screen available in the Sage 300 desktop. All other CashFlow Analyzer features are available only in Sage 300 Web Screens.

Setting Up CashFlow Analyzer

Before using CashFlow Analyzer, you are required to enter settings that are used by the program.

This section explains the settings that you need to fill in.

To begin the setup process:

1. Sign in to Sage 300 Desktop or Web Screens with the ADMIN user.
2. Navigate to **CashFlow Analyzer** and under C/F setup, select **Options**.
3. Enter the company name and contact information in the space provided for:
   - Key Contact
   - Telephone
   - Fax number (optional)

   > **Note:** The company and address are pre-populated with details coming from your Company Profile.

4. Select processing options.

Processing options	Descriptions of processing options
Functional Currency	This is a display field only. It shows the currency used for this company database.
Cash Bal. Threshold	This is minimum desired cash balance you would like to achieve.
Last Processed Date	The last date when calculation of your cash flow is performed.
Last Processed Time	The last time when calculation of your cash flow is performed.
Forecast Periods	These are the forecast days' ranges for cash flow. You can have up to 7 ranges.

Document Numbers	This is used for entry of Inflow and Outflow entries. Currently, there is only one document type supported.
Document Type	This is used for entry of Inflow and Outflow entries that are not reflected in your account balances.
Length	Indicate the length of the document number you wish to use.
Prefix	Specify the document prefix.
Next Number	Indicate the next running number to use

5. The Accounts screen displays all active General Ledger accounts classified as Cash and Banks.

   These are G/L accounts assigned to Cash and Cash Equivalents account group category.

   - Toggle to **Yes**, if you want to include balances from a particular account.
   - The Account Number and Account Description fields are pre-populated and not editable.

Note: If your system is already implemented, or if you use Financial Reporter (FR), these accounts are likely already set up correctly.

Note: To learn how to assign G/L accounts to account groups please refer to your General Ledger User Guide.

Setting Up Security

Security is defined in **Administrative Services** under **Security Groups**.

There are four areas that can be set up to secure the use of CashFlow Analyzer.

> **Note:** Access to CashFlow Analyzer should be restricted to employees with a legitimate business need, as the information it contains is highly confidential.

Here are our access recommendations:

Rights	Who should have access to this
Setup Maintenance	This should be set up only for someone who can make decision on how the system behaves. We recommend a senior person in Finance.
Inquiry	People in the company that need to monitor cash flow status.
Refresh Data (Re-process)	Person that can make changes to settings and need to see immediate impact of these changes.
Forecast Entry	People that need to maintain cash flow and need to enter financial and investment activities that are happening soon and that can affect cash flow projections

First Data Calculation

For the correct information to be displayed on the Inquiry screen:

- Data must be extracted and processed for the display.
- All the right settings must be made in Settings/Options.
- When you open any screen in the Inquiry, calculations will be triggered.
- This process can take a few seconds to a few minutes, depending on the size of your data
- For convenience, the Dashboard, Cash Flow, A/R Summary, and A/P Summary screens in Inquiry each include a **Refresh button**.
- Clicking **Refresh** recalculates all metrics, so you do not need to refresh each screen separately to see updated results.
- Simply close and reopen the other screens to update the display.

> **Note:** Only the screen where the refresh was performed will display the updated values. If other screens are open, you may need to close and reopen them to see the changes.

> **Note:** Refresh time largely depends on the size of GL, AR and AP records. It may range from a few seconds to several minutes.

Inquiry

The Inquiry functions can be found in the CashFlow Analyzer module menu.

Dashboard

This is the heart of the CashFlow Analyzer.

You will find several metrics that will give you a quick status of your cash flow.

> **Example:** The Current and Quick Ratio metrics are measured against the base of 1.1 and 1.0 (you can change this to suit your business – See User Guide for information on how to change this). Metrics are useful indicators without having to look at details.

> **Note:** The formula used can be found on the first page of the dashboard report.

Cash Flow Summary

The CashFlow Summary lets you monitor your cash flow forecast across seven-day range.

You can also enter inflow and outflow amounts for financial activities that have not yet been recorded in your accounting data.

For instructions, see the Inflow and Outflow Entries section below.

Entering Inflow and Outflow Entries

To enter inflow and outflow entries:

1. Click in the **Entry Grid** found below the Cash Flow Summary grid.
2. Use **Add Line button**.
3. Enter the following:
   - Effective date
   - Description

- Inflow or Outflow amount

  The system will use the Effective Date to determine which bucket it will be displayed.

To delete an entry:

1. Select the row of the entry you wish to delete.
2. Click **Delete Line**.

A/R Summary – Top 10 Outstanding Balance

This highlights the ten customers with the highest outstanding balances.

It also shows the credit limit extended to them and their past highest outstanding balance.

A/P Summary - Top 10 Outstanding Balance

This highlights the ten vendors with the highest outstanding balances.

It also shows the credit limit extended to your company and their past highest outstanding balance.

Generating Reports

The reports are a good source of useful and important information about your cash flow status.

We highly recommend that you spend some time reviewing the User Guide so that you can understand the full workings of this module.

These are the reports that you can print from this function.

Function	Description	Location	Report Name
Options	Cash Management Option Settings	Setup|Options	SCOPT
Inquiry	Cash Flow Management Dashboard Report	Dashboard	SCSUM01
Inquiry	Cash Flow Management Summary Report	Summary	SCSUM03
Inquiry	Cash and Banks	Summary	SCCABK
Inquiry	Activities from Financing and Investment Activities	Summary	SCINOUT
Inquiry	A/R Top 10 Customers by Outstanding Balance	A/R Summary	SCARTOP
Inquiry	A/R Receivables Forecast	A/R Summary	SCARAGED
Inquiry	A/P Top 10 Vendors by Outstanding Balance	A/R Summary	SCAPTOP
Inquiry	A/P Payables Forecast	A/R Summary	SCAPCASH

For details on these reports please refer to your User Guide.