How do I set up the Cash Flow Report in General Ledger?

Account Groups

The Cash Flow report subtotals are controlled by GL Account Groups. You need to set up the following GL Account Groups and be aware that the 'name' of the Account Group is what will appear on the report print-out. In this example the Account Groups were prefixed with an F1. You may want to consider prefixing yours with CFS for 'Cash Flow Statement'

listed in the table below Group Total Value Should be **GL** Account Group Treated as..... Revenue +Expense Accumulated Depreciation Amortization Accounts Receivable Accounts Payable & Accrued +Expenses **Deferred Income** + Notes Payable +Other Liabilities +

_

+

+

+

Prepaid Expense & Other Assets

Due to Due From Assets

Long Term Liabilities

Due to Due From Liabilities

Create the following Groups and be sure to set the Total value (+ or -) as



FF & E

Other Assets

Fund Balance

=		General Ledger Account Groups - (F1 Long Term Liability)	- 🗆 🗙
Assigned Acc Description Query Name	ounts Select F1 Long Terr F1 Long Terr <u>B</u> uild Tab	Accounts Users n Liability n Liability (F1LONG) Ile Ile	+ •
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General Ledger Account Groups	- 🗆 🗙
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Search For: F1 Group Name	Sort Order Ascending Descending
Name	^
F1 Accounts Receivable	
F1 Accts Payable & Accrued Expenses	
F1 Accum Depr. Amortization	
F1 Cash	
F1 Deferred Income	
F1 Due To Due From Asset	
F1 Due To Due From Liability	
F1 Expense	
F1 FF&E	
F1 Fund Balance	
F1 Investments	
F1 Line of Credit	
F1 Long Term Liability	
F1 Net Appreciation on Investments	¥
	NUM

Next..... communitybrands

Cash Flow Set Up

From the <u>Reports</u> menu, select **Cash Flow Report**. Select the *Report Sections* Tab.

Set up the sections as follows:

Operating Activities

#1

	Cash Flow Report	- 🗆 🗙
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Query List Query Name C Report Title C	ash Flow Report ("DEFAULT) ash Flow Report	✓ ✓ Long Title
Options Report	Sections Output	
Current Section	Operating Activities 👻 Section Label: Ca	sh Flows from Operating Activities
Sub Section	Net Assets 🗸 Sub Section Label: Ch	anges in net assets
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#3

Cash Flow Report	- 🗆 🗙
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Query List Query Name Cash Flow Report (*DEFAULT)	٩
Report Title Cash Flow Report	Long Title
Options Report Sections Output	1
Current Section Operating Activities V Section Label: Cash Flows fro	m Operating Activities
Sub Section Assets and Liabilitie 🗸 Sub Section Label: Changes in ass	sets and liabilities
Available Selected	
Accounts Payable and accrued exp Accounts Receivable, tuition and fe Accreditation Accte Pay-Disc Crd Payable Admissions Admissions Supplies-LS Advancement After School Sth/6th Grade After School Sth/6th Grade After School Program Agency-Class of 2012	sivable & Accrued Expen the Other Assets
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Investing Activities

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Query List Query Name Cash Report Title Cash	h Flow Report (*DEFA h Flow Report	NULT)	~	Long	Title	
Options Report Sec	ctions Output					
Current Section Inv	vesting Activities 👻	Section Lat	oel: Cash Flows from	m Investing	Activit	ies
Sub Section	vesting Activities) 🗸	Sub Section Lab	el: Investing Activi	ities		
Available Accounts Payable a Accounts Receivab Accreditation Accts Pay-Disc Crd Administrative Salar Admissions Supplies Advissions Supplies Advancement After School Sth/Gl After School Club M After School Progra Agency-Class of 20	and accrued exp ble, tuition and fe d Payable tries tries th Grade MS am J12	> >> < <	Selected F1 FF&E F1 Other Assets			< >
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Financing Activities

-8	Ca	sh Flow Repo	rt	_ (×
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Query List Query Name Cas Report Title Cas Options Report Se	sh Flow Report (*DEF/ sh Flow Report ections] Output]	AULT)	¥	Cong T	itle
Current Section Fi	inancing Activities 🗸	Section Lab	el: Cash Flows fror el: Financing Activ	n Financing A ities	Activities
Available Accounts Payable Accounts Receiva Accreditation Accts Pay-Disc Cro Administrative Sala Admissions Supplie Advancement After School Sth/6 After School Sth/6 After School Progra Agency-Class of 20	and accrued exp able, tuition and fe d Payable aries es-LS Sth Grade MS am 012	> >> < <	Selected F1 Due To Due Fr F0 Due To Due Fr F1 Fund Balance F1 Long Term Liab	om Asset om Liability ility	< >
		Pre <u>v</u> iew <u>P</u>	(rint E <u>x</u> po	ort <u>C</u> a	ancel

Test the Accuracy of your Report

Once the report is set up, you can test a few things to make sure it is set up correctly.

- 1. Create a GL Account Group for all the Cash & Cash Equivalent type GL Accounts. Call it CASH
- Create a Budget Worksheet that includes all your previously set up Cash Flow Groups. Set up the Budget Worksheet like this, paying attention to the + or – in the CALC column;



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Acc	ount	Description	Calc	Level	Indent	Bold	Line	\$	Page 🔨
		Cash Flows from Operating Activities		0	0	Y	Ν		
		Change in Net Assets		0	0	Y	Ν		
Group		F1 Revenue	+	0	0				
		F1 Revenue	+	2	0	Y	S	Y	
Group		F1 Expense	+	0	0				
		F1 Expense	-	2	0	Y	S	Y	
		Total Change in Net Assets	+	3	0	Y	S	Y	
				0	0	Y	Ν		
		Adjustments to Reconcile Change in N	l	0	0	Y	Ν		
Group		F1 Accum Depr. Amortization	-	0	0				
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Account	Description	Calc	Level	Indent	Bold	Line	\$	Page	>
	Changes in Assets & Liabilities		0	0	Y	N			
Group	F1 Deferred Income	+	0	0					
	Total Deferred Income	+	2	0	Y	S	Y		_
Group	F1 Accounts Receivable	-	0	0					
	Total Accounts Receivable	+	2	0	Y	S	Y		
Group	F1 Accts Payable & Accrued Expense	+	0	0					
	Total Accts Payable & Accrued Expen	+	2	0	Y	S	Y		
Group	F1 Prepaid Exp & Other Assets	-	0	0					
	Total Prepaid Exp & Other Assets	+	2	0	Y	S	Y		
Group	F1 Other Liabilities	+	0	0					
	Total Other Liabilities	+	2	0	Y	S	Y		×
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Account	Description	Calc	Level	Indent	Bold	Line	\$	Page	^
Group	F1 Notes Payable	+	0	0					
	Total Notes Payable	+	2	0	Y	S	Y		
			0	0	Y	Ν			
	Total Cash Flows from Operating Activi	+	4	0	Y	S	Υ		
			0	0	Y	Ν			
	Cash Flows from Investing Activities		0	0	Y	Ν			
Group	F1 FF&E	-	0	0					
	Total FF&E	+	2	0	Y	S	Υ		
Group	F1 Other Assets	-	0	0					
	Total Other Assets	+	2	0	Y	S	Y		
	Total Cash Flows from Investing Activit	+	4	0	Y	S	Y		\sim
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Custom F	inancial Report (Budget Wo	rkshe	et Re	port -	CAS	HFLC) W)
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Account	Description	Calc	Level	Indent	Bold	Line	\$	Page 🔺
	Cash Flows from Financing Activities		0	0	Y	Ν		
Group	F1 Due To Due From Asset	-	0	0				
	Total Due To Due From Asset	+	2	0	Y	S	Y	
Group	F1 Due To Due From Liability	+	0	0				
	Total Due To Due From Liability		2	0	Y	S	Y	
Group	F1 Long Term Liability	+	0	0				
	Total Long Term Liability	+	2	0	Y	S	Y	
Group	F1 Fund Balance	+	0	0				
	Total Fund Balance	+	2	0	Y	S	Y	
	Total Cash Flows from Financing Activi	+	4	0	Y	S	Y	
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At the very end, add your new CASH account group.



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Account	Description	Calc	Level	Indent	Bold	Line	\$	Page	^
	Total Due To Due From Liability	+	2	0	Y	S	Y		
Group	F1 Long Term Liability	+	0	0					
	Total Long Term Liability	+	2	0	Y	S	Υ		
Group	F1 Fund Balance	+	0	0					
	Total Fund Balance	+	2	0	Y	S	Υ		
	Total Cash Flows from Financing Activi	+	4	0	Y	S	Υ		
			0	0	Y	Ν			
	Final Totals	+	5	0	Y	S	Y		
			0	0	Y	Ν			
Group	F1 Cash	+	0	0					
	Total Cash	+	2	0	Y	S	Y		~
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When you are finished, click on the SELECT ACCOUNTS tab. You should not have any account numbers appear; they should all be included on your report. If anything shows up, you need to add it to the appropriate Account Group.

Set up the following Budget Worksheet Column Set

Name	Cash Flow Test]
Col No	Value	Year	Title 1	Title 2	
1	Month Activity	@This Year	Month	Activity	
2	Month Beginning Bal	@This Year	Month	Beg Bal	<u> </u>
3	Ending Balance	@This Year	Ending	Balance	
4					
5					
6					
7					
8					
9					
10					

Now run your Cash Flow Budget Worksheet. The FINAL TOTAL should match the TOTAL CASH amount.



Cash Flows from Financing Activities

Total Due To Due From Asset	\$233,066.98	\$129,892,667.3	<u>\$129,659,600.3</u>
Total Due To Due From Liability	(\$233,066.98)	129,893,167.33	129,660,100.35
Total Long Term Liability	\$0.00	\$0.00	\$0.00
Total Fund Balance	\$0.00	\$58,373,482.49	\$58,373,482.49
Total Cash Flows from Financing	\$0.00	\$58,373,982.49	\$58,373,982.49
Final Totals	\$8,093,229.78	\$27,767,278.33	\$35,860,508.11

Total Cash

\$8,093,729.78 \$27,766,778.33 \$35,860,508.11

