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'

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

GL Account Group	Group Total Value Should be Treated as……
Revenue	+
Expense	-
Accumulated Depreciation Amortization	-
Accounts Receivable	-
Accounts Payable & Accrued Expenses	+
Deferred Income	+
Notes Payable	+
Other Liabilities	+
Prepaid Expense & Other Assets	-
FF & E	-
Other Assets	-
Due to Due From Assets	-
Due to Due From Liabilities	+
Fund Balance	+
Long Term Liabilities	+

General Ledger Account Groups - (F1 Long Term Liability)

Assigned Accounts | Select Accounts | Users

Description: F1 Long Term Liability

Query Name: F1 Long Term Liability (F1LONG)

Group Total Value Should Be Treated In Total Calculation As: +

Build Table

Account	Description
12250100	Line of Credit-Bk of TX-2m
12251100	Line of Credit-Bk of Tx-3.3M Acct # 014-0000001123775
52249100	Note Payable-Tx Capital Bk-Wbl
62255100	Capital Leases
62258100	Texas Capital Bank #4603-5 Revolving LOC #990004603-5

Paste

Delete

OK | Cancel | Delete

NUM

General Ledger Account Groups

New | Edit | Delete | Close

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……

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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

#2

#3

Investing Activities

Financing Activities

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
2. 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;

Custom Financial Report (Budget Worksheet Report - CASHFLOW)

Report Template | Select Accounts | Select Groups

Defaults
Calc. [▾]   Level [▾]   Indent [ ]   Apply

Account	Description	Calc	Level	Indent	Bold	Line	$	Page
	Cash Flows from Operating Activities		0	0	Y	N		
	Change in Net Assets		0	0	Y	N		
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	N		
	Adjustments to Reconcile Change in N		0	0	Y	N		
Group	F1 Accum Depr. Amortization	-	0	0				
	Total Accum Depr/Amor	+	2	0	Y	S	Y	

Insert Heading | Insert Total | Copy | Cut | Paste | Delete

OK | Cancel

Custom Financial Report (Budget Worksheet Report - CASHFLOW)

Report Template | Select Accounts | Select Groups

Defaults
Calc. [▾]   Level [▾]   Indent [ ]   Apply

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 Expenses	+	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	

Insert Heading | Insert Total | Copy | Cut | Paste | Delete

OK | Cancel

Custom Financial Report (Budget Worksheet Report - CASHFLOW)

Report Template | Select Accounts | Select Groups

Defaults
Calc. [▾] Level [▾] Indent [ ] Apply

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	N		
	Total Cash Flows from Operating Activi	+	4	0	Y	S	Y	
			0	0	Y	N		
	Cash Flows from Investing Activities		0	0	Y	N		
Group	F1 FF&E	-	0	0				
	Total FF&E	+	2	0	Y	S	Y	
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	

Insert Heading | Insert Total | Copy | Cut | Paste | Delete

OK | Cancel

Custom Financial Report (Budget Worksheet Report - CASHFLOW)

Report Template | Select Accounts | Select Groups

Defaults
Calc. [▾] Level [▾] Indent [ ] Apply

Account	Description	Calc	Level	Indent	Bold	Line	$	Page
	Cash Flows from Financing Activities		0	0	Y	N		
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	
			0	0	Y	N		

Insert Heading | Insert Total | Copy | Cut | Paste | Delete

OK | Cancel

At the very end, add your new CASH account group.

Custom Financial Report (Budget Worksheet Report - CASHFLOW)

Report Template | Select Accounts | Select Groups

Defaults
Calc. [ ] Level [ ] Indent [ ] Apply

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	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	
			0	0	Y	N		
	Final Totals	+	5	0	Y	S	Y	
			0	0	Y	N		
Group	F1 Cash	+	0	0				
	Total Cash	+	2	0	Y	S	Y	

Insert Heading | Insert Total | Copy | Cut | Paste | Delete

OK | Cancel

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

Column Set (Cash Flow Test)

Column Set Details

Name [Cash Flow Test]

Col No	Value	Year	Title 1	Title 2	
1	Month Activity	@This Year	Month	Activity	Delete
2	Month Beginning Bal	@This Year	Month	Beg Bal	Formula
3	Ending Balance	@This Year	Ending	Balance	Insert
4					
5					
6					
7					
8					
9					
10					

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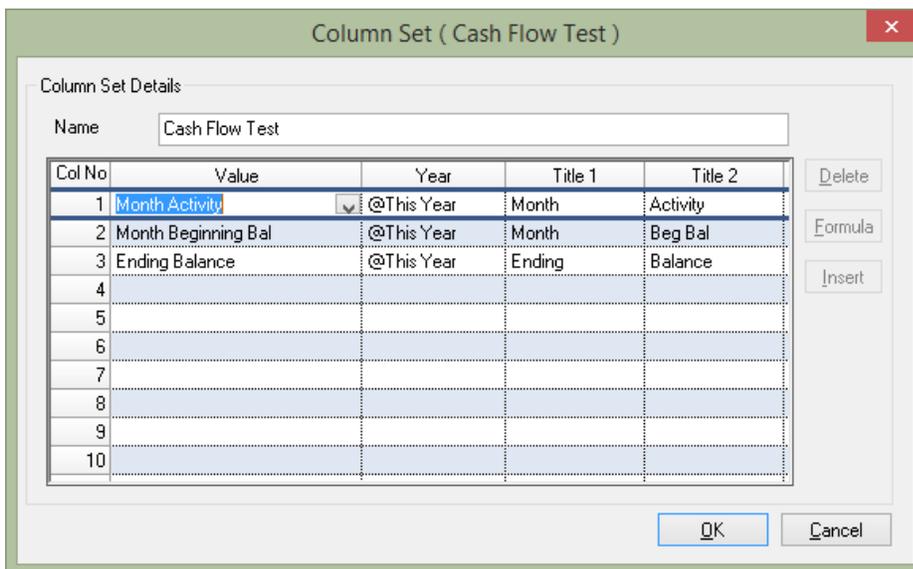
Now run your Cash Flow Budget Worksheet. The FINAL TOTAL should match the TOTAL CASH amount.

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Cash Flows from Financing Activities

Total Due To Due From Asset	$233,066.98	$129,892,667.3	$129,659,600.3
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