AR AP Cash Flow Report

Report Module Guide: AR AP Cash Flow Report

Module Location

Finance > Reports > AR AP Cash Flow Report

Module Objective

The **AR AP Cash Flow Report** module is used to generate a summary report that quickly projects the cash position. This report calculates an estimated remaining cash balance by taking the current bank balance, adding the total receivables that are due, and subtracting the total payables that are due in a specific period.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Period**:
  - Specify the due date range for the receivables (AR) and payables (AP) to be included in the calculation.
- **Account**:

    - Select the main bank account whose starting balance will be used as the basis for the calculation.

- **Currency**:
    - Set the currency preference for the report.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the **Period** and the bank **Account**.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the projection report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a simple calculation summary for projecting the cash position.

Here is how to read it:

- **Account Balance (A)**: This is the beginning balance of the bank account you selected.

- **Receivables Due (B)**: This is the total of all sales invoices to customers that are due within your selected period.
- **Payables Due (C)**: This is the total of all purchase invoices from suppliers that you must pay within the same period.
- **Remainder (Balance - C)**: This is the final result of your cash projection, calculated with the formula **(A + B) - C**.

Tips & Important Notes

- This report is a **simplified version of the Cash Projection** and provides a very quick overview of short-term liquidity.
- The accuracy of this report is highly dependent on the **correct due dates** on all sales and purchase invoices.
- This is a very useful report for **business owners or managers** for quick decision-making regarding cash availability.

Revision #1
Created 8 October 2025 09:22:17 by Sayu
Updated 8 October 2025 09:23:55 by Sayu