

Cash Flow Report

Report Module Guide: Cash Flow Report (Worksheet)

Module Location

Finance > Financial Statements > Cash Flow Report

Module Objective

This **Cash Flow Report** module is used to generate a report detailing the balances of all accounts that affect cash flow on a specific date. Unlike a formal cash flow statement, this report functions more as a **worksheet** or supporting data, displaying the ending position of each cash, bank, receivable, inventory, and other related accounts.

1. Report Parameters (Filter)

The main page of this module is a simple form for defining the report date.

- **Date:**

- Select a single specific date that will be the reference date ("as of" date) for all the account balances to be displayed (e.g., October 31, 2025).

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select the report **Date** you want.

Step 2: Generate the Report

After the date is set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the 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 **not a formal Statement of Cash Flows** (Operating, Investing, Financing), but rather a detailed list of account balances.

This report displays:

- A list of all accounts relevant to cash flow, such as **MAIN CASHIER, BANK BCA, ACCOUNTS RECEIVABLE, INVENTORY**, and **VENDOR DEPOSIT**.
- The **ending balance** of each of those accounts on the selected date.

Tips & Important Notes

- Use this report as **supporting data or a first step** for preparing a formal Statement of Cash Flows, especially with the indirect method.
- This report provides the detailed balances that make up the **changes in working capital** needed for the analysis of cash

flow from operating activities.

- This is a useful report for the **Controller or Accounting Manager** during the book-closing process.

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