Cash Flow

Report Module Guide: Statement of Cash Flows

Module Location

Finance > Reports > Cash Flow

Module Objective

The **Statement of Cash Flows** report module is used to generate the Statement of Cash Flows, which is one of the three main financial statements. This report presents a summary of all company cash inflows (receipts) and cash outflows (disbursements) during a specific period, classified into three main activities: **Operating, Investing, and Financing**.

Important: The accuracy of this report depends entirely on the correct configuration in the **Cash Flow Setup** and **Cash Flow Sub Setup** modules.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to generate a specific report.

Here is an explanation for each key parameter:

- **Company / Account**:
    - Select the **Company** and the cash/bank **Account** that will be the basis for the report.

- **Period**:
  - Specify the **From** and **To** date range to define the report's period.
- **Report Type**:
  - Select the report format, for example, **Detail** to display transaction details or **Summary** (if available) for a total summary per category.
- **Currency**:
  - Set the currency preference for the report.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Select all the parameters you need, especially the report period.

Step 2: Generate the Report

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

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

3. Report Content (Conceptual)

The generated report will have the standard structure of a Statement of Cash Flows, which displays:

- **Cash Flow from Operating Activities** (e.g., Receipts from Customers, Payments to Suppliers, Salary Payments).
- **Cash Flow from Investing Activities** (e.g., Purchase or Sale of Fixed Assets).
- **Cash Flow from Financing Activities** (e.g., Loan Receipts, Dividend Payments).
- **Net Increase/Decrease in Cash**.
- **Beginning Cash Balance** and **Ending Cash Balance** for the period.

Tips & Important Notes

- Ensure the **Cash Flow Setup** module has been configured correctly. This report will not be accurate without a valid account mapping setup.
- The Statement of Cash Flows is crucial for analyzing the company's **liquidity health** and its ability to generate cash.
- This is an essential report for **Top Management, Investors, and Creditors**.

Revision #1
Created 8 October 2025 08:12:51 by Sayu
Updated 8 October 2025 08:16:23 by Sayu