Recapitulation Cash Flow

Report Module Guide: Cash Flow Recapitulation

Module Location

Finance > Reports > Cash Flow Recapitulation

Module Objective

The **Cash Flow Recapitulation** report module is used to present a summary or recap of the Statement of Cash Flows. Unlike the detailed Statement of Cash Flows that shows a breakdown by category (Operating, Investing, Financing), this recapitulation report most likely presents a summary of total cash inflows and outflows in a period to provide a quick general overview.

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:

- **Company / Account**:
  - The primary filter to select the **Company** and the specific cash/bank **Account** for which you want to see the recapitulation (e.g., MAIN CASHIER).
- **Period**:

    - Specify the **From** and **To** date range to define the report's period.

- **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 selecting the **Account** to be recapped and specifying its date range.

Step 2: Generate the Report

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

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

3. Report Content (Conceptual)

The generated report will likely display a simple summary, such as:

- Beginning Balance for the Period
- Total Cash Inflows (during the period)
- Total Cash Outflows (during the period)

- Net Increase/Decrease in Cash
- Ending Balance for the Period

Tips & Important Notes

- This report provides a very quick **high-level overview** of cash movement without having to see the detailed activities.
- This is a useful report for **Executive Management** to get a quick picture of the company's cash position.

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