



## Summary

In order to run the report Statement of Cash Flows, you must first create Cash Flow Groups and assign all of your Balance Sheet G/L accounts to one of the groups.

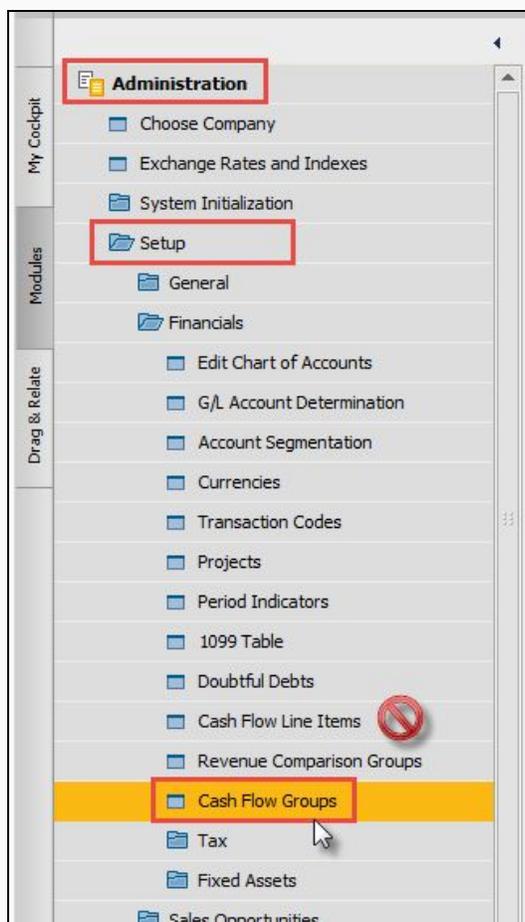
## Set-Up Instructions

**Custom:** Set-up cash flow groups to suit your or your financial parties preferences. You'll need a good understanding of how this type of report works as well as knowledge about where each account should be assigned in the report.

**Quick:** Use the 'level 3' G/L account categories for your cash flow group codes, names and sorts. You can use the image below as a guide.

Open the Cash Flow Groups table

1. Administration > Setup > Financials > Cash Flow Groups (NOT 'Cash Flow Line items')



- 1.
2. Create a Code, Name and Sort Order for each group
  - a. Code: numbers or letters up to 30 characters



- b. Name: numbers or letters up to 100 characters
- c. Sort Order; number

*Quick set-up method shown with 'Level 3' G/L account groups*

#	Code	Name	Sort Order	Segment
1	11000	Accounts Receivable	11000	Operating Activities
2	12000	Inventory	12000	Operating Activities
3	13000	WIP	13000	Operating Activities
4	15000	Other Current Assets	15000	Operating Activities
5	16000	Fixed Assets	16000	Investing Activities
6	17000	Other Fixed Assets	17000	Investing Activities
7	18000	Accumulated Depreciation	18000	Investing Activities
8	19000	System Asset Accounts	19000	Operating Activities
9	20000	Accounts Payable	20000	Operating Activities
10	21000	Short Term Loans	21000	Operating Activities
11	22000	Credit Card Liabilities	22000	Operating Activities
12	23000	Payroll Liabilities	23000	Operating Activities
13	25000	Other Tax Liabilities	25000	Operating Activities
14	26000	Other Liabilities	26000	Operating Activities
15	28000	Long Term Liabilities	28000	Financing Activities
16	29000	System Liability Accounts	29000	Operating Activities
17	30000	Equity	30000	Financing Activities
18	39000	System Equity	39000	Financing Activities
19				
20				
21				

- 3. Choose a segment for the group. (Choose from Operating, Investing or Financing Activities)

*Tip: Run the report once before set-up. The report will list out all unassigned G/L Accounts with the typical segment they are assigned to.*

- 4. Assign ALL NON-CASH Balance Sheet G/L account to one of the new Cash Flow Groups

- a. Balance Sheet accounts will typically start with 1, 2 or 3. (Assets, liabilities and equity)
- b. Be sure to include all "System" accounts
- c. Do not include the accounts flagged as "Cash Account" usually in the G/L group: BANK - Bank Accounts.

An Account should have an assigned Cash Flow Group OR a checked "Cash Account" box, but not both.



**Chart of Accounts**

G/L Account: 12015 00  
Name: Inventory - Raw Materials (CORP)

**G/L Account Details**  
 Title  Active Account  
External Code: \_\_\_\_\_  
Currency: All Currencies  
 Confidential Level: 4

Balance: Accounts Receivable  
**Inventory**  
WIP  
Other Current Assets  
Fixed Assets  
Other Fixed Assets  
Accumulated Depreciation  
System Asset Accounts  
Accounts Payable  
Short Term Loans  
Credit Card Liabilities  
Payroll Liabilities  
Other Tax Liabilities  
Other Liabilities  
Long Term Liabilities  
System Liability Accounts  
Equity  
System Equity  
NoSegment  
Nocode

**G/L Account Properties**  
Account Type: \_\_\_\_\_  
 Control Account  
 Cash Account  
 Cash Flow Relevant  
 Exclude From EBITDA  
Relevant for Cost Account: \_\_\_\_\_  
 Project

Revenue Comp Group: \_\_\_\_\_  
Cash Flow Group: \_\_\_\_\_

OK Cancel Account Details

**Assets**  
BANK - Bank Accounts  
10000 - Checking  
10010-00 - Cash - Tap room register  
10011-00 - Cash - Events (CORP)  
10015-00 - Checking - Chase Bank  
10020-00 - Checking - BOW  
10025-00 - TD Ameritrade Investments

11000-00 - Accounts Receivable (CORP)  
CTA - Current Assets  
12000 - Inventory  
**12010-00 - Inventory - Finished Goods (CORP)**  
**12015-00 - Inventory - Raw Materials (CORP)**  
12016-00 - Inventory - Non-Production Materials (CORP)  
12020-00 - Inventory - Packaging (CORP)  
12025-00 - Semi Finished Good - Wort (CORP)  
12030-00 - Semi Finished Good - Green Beer (CORP)  
12035-00 - Semi Finished Good - Dry Hopped Beer (CORP)  
12036-00 - Semi Finished Good - Barrel Aged Beer (CORP)  
12040-00 - Semi Finished Good - Bright Beer (CORP)  
12045-00 - Inventory - Retail Merchandise (CORP)  
12050-00 - Inventory - Point of Sale (CORP)  
12055-00 - Inventory - Restaurant Food & Beverage (CORP)  
12060-00 - Inventory - Lab Supplies (CORP)  
13000 - WIP

Assets  
Liabilities  
Equity  
Revenues  
Cost of Sales  
Expenses  
Financing  
Other Revenues and Expenses

Once Cash Flow Groups are set-up, each NON-CASH Balance Sheet G/L Account must be assigned to the desired Cash Flow Group  
Balance sheet accounts typically start with 1, 2 or 3



**Chart of Accounts**

G/L Account: 10015 00  
Name: Checking - Chase Bank

**G/L Account Details**

Title  Active Account

External Code:   
Currency: All Currencies

Confidential Level: 4

Balance: 1,279.94 \$

**G/L Account Properties**

Account Type: Other

Control Account

Cash Account

Cash Flow Relevant  
 Exclude From EBITDA  
Relevant for Cost Accounting  
 Project

Revenue Comp Group:   
Cash Flow Group:

OK Cancel Account Details

**Assets**

**BANK - Bank Accounts**

- 10000 - Checking
  - 10010-00 - Cash - Tap room register
  - 10011-00 - Cash - Events (CORP)
  - 10015-00 - Checking - Chase Bank
  - 10020-00 - Checking - BOW
  - 10025-00 - TD Ameritrade Investments
  - 10030-00 - Money Market - BOW (CORP)
  - 10035-00 - Checking - CoBiz Bank (CORP)
  - 10040-00 - CoBiz money market (CORP)
  - 10045-00 - CoBiz Const. Reserve MMK Acct (CORP)
  - 10099-00 - Checking Account Clearing (CORP)

**AR - Accounts Receivable**

- 11000 - Accounts Receivable
- 11000-00 - Accounts Receivable (CORP)
- 12025-00 - Semi Finished Good - Wort (CORP)
- 12030-00 - Semi Finished Good - Green Beer (CORP)
- 12035-00 - Semi Finished Good - Dry Hopped Beer (CORP)
- 12036-00 - Semi Finished Good - Barrel Aged Beer (CORP)
- 12040-00 - Semi Finished Good - Bright Beer (CORP)
- 12045-00 - Inventory - Retail Merchandise (CORP)
- 12050-00 - Inventory - Point of Sale (CORP)
- 12055-00 - Inventory - Restaurant Food & Beverage (CORP)
- 12060-00 - Inventory - Lab Supplies (CORP)
- 13000 - WIP

**Assets**  
Assets  
Liabilities  
Equity  
Revenues  
Cost of Sales  
Expenses  
Financing  
Other Revenues and Expenses

This box must be checked for all cash accounts.  
Cash Accounts are typically located in the BANK - Bank Accounts section of the chart of accounts

Version 4.5.1.0