



Year to Date Statement of Cash Flow



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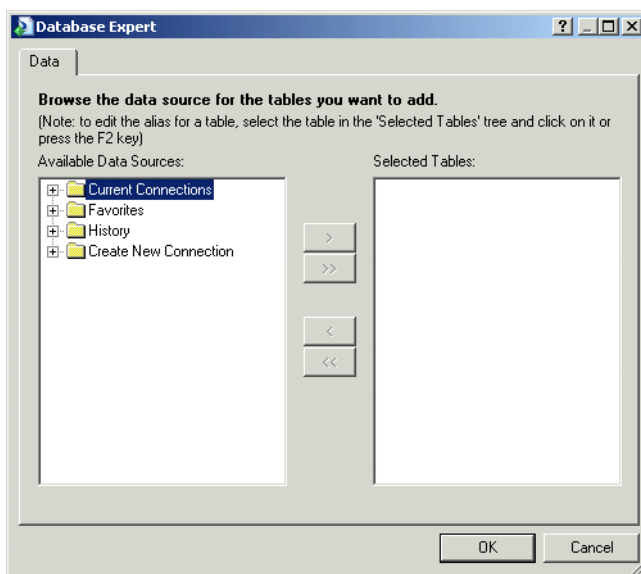
The Year to Date Statement of Cash Flow report shows the amount of cash that comes in and out during a particular period.

Introduction

The following tutorial assumes that you have completed the “Quick start for new users” tutorial in the *Crystal Reports XI User's Guide*, which is located in the Docs folder of your product distribution.

Creating the report

On the Start Page in Crystal Reports, click Blank Report.
The Database Expert dialog box appears.



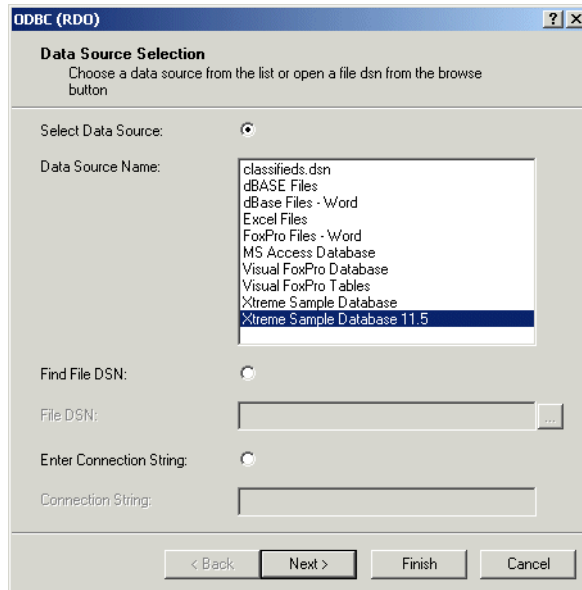
Selecting a database to use

When you create a report, the first thing that you must do is to select a database for the report to use.

► **To select a database**

1. In the Database Expert dialog box, expand the **Create New Connection** folder.
2. Double-click **ODBC (RDO)**.

The ODBC (RDO) dialog box appears and displays a list of data sources.



3. From the list, select **Xtreme Sample Database 11.5**, and click **Finish**.

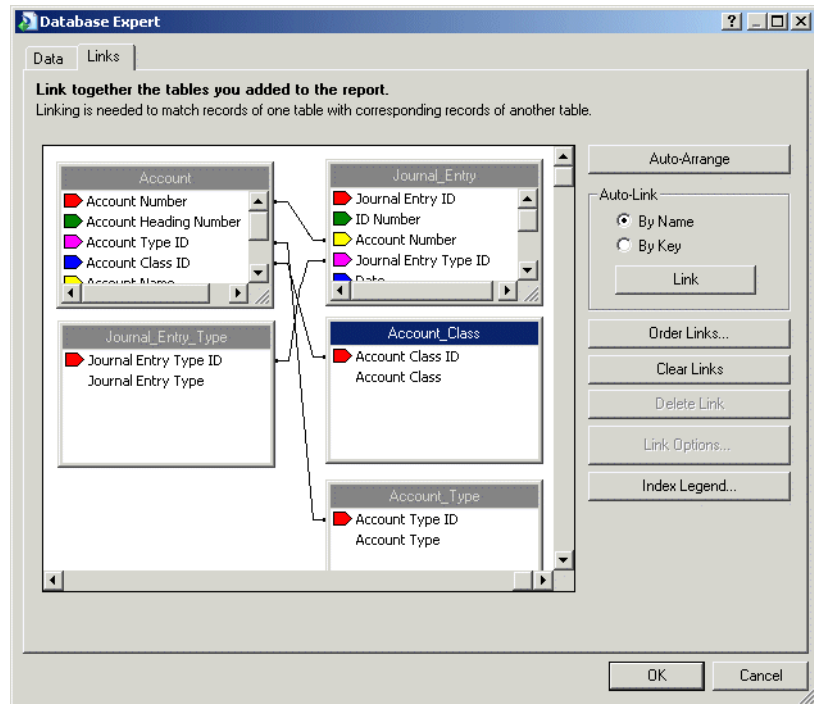
The Database Expert displays a list of available tables from the Xtreme Sample Database.

4. Select the **Account**, **Account Type**, **Account Class**, **Journal Entry**, and **Journal Entry Type** tables, and click > to add them to the Selected Tables list.

Tip: You can use CTRL+click to select multiple tables simultaneously.

5. Click **OK**.

The Links tab is displayed.



6. Verify that the links between the tables are consistent with what is displayed in the screenshot above. If necessary, create the appropriate links by dragging fields from one table to corresponding fields in another table.

Note: Ensure that the following links exist:

- Account.Account Type ID to Account Type.Account Type ID
- Account.Account Number to Journal_Entry.Account Number
- Account.Account Class ID to Account Class.Account Class ID
- Journal_Entry.Journal Entry Type ID to Journal_Entry_Type.Journal Entry Type ID

7. Click **OK**.

Setting up the report date

To set up the report date, you need to create a parameter.

► To set up the report date



1. Click **Field Explorer**.
2. In the Field Explorer, right-click **Parameter Fields**, and click **New**.
The Create New Parameter dialog box appears.

Create a new parameter and list of values.

Name: Type: List of Values:

Value Field: Description Field:

Value Options:

Option	Setting
Prompt Text	Enter My Parameter:
Prompt With Description Only	False
Default Value	
Allow custom values	True
Allow multiple values	False
Allow discrete values	True

OK Cancel Help

3. In the **Name** field, type **End Date**.
4. From the **Type** list, select **Date Time**, and click **OK**.

Setup selection criteria

A selection criteria restricts the range of journal entries that are included in the report. For this report, you need to restrict the journal entries to those that fall between January 1st of the End Date year (for YTD calculations) and the End Date parameter. For example, if the End Date parameter has a value of November 14, 2005, then the journal entries are restricted to those between January 1, 2005 and November 14, 2005.

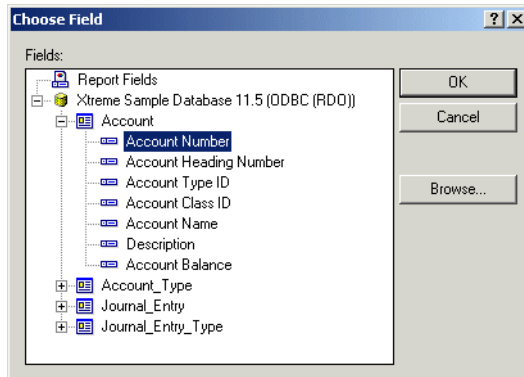
In addition to restricting journal entries based on dates, you need to restrict journal entries based on type. On January 1st of each year, the process of closing the accounts is performed. These closing entries include the closure of all revenue and expense accounts and adjustments to Retained Earnings to reflect a net gain or net loss. Therefore, closing entries must not be included in the calculations; such entries must be restricted.

► **To create selection criteria**



1. Click **Select Expert**.

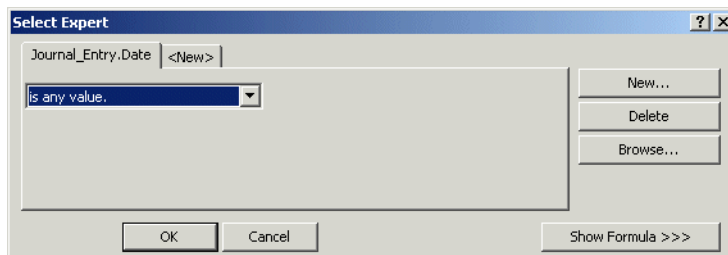
The Choose Field dialog box appears.



2. Expand the **Journal_Entry** table, and select **Date**.

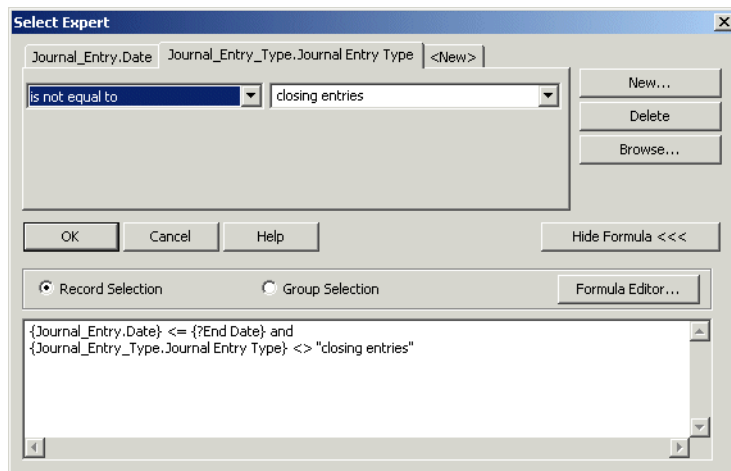
3. Click **OK**.

The Select Expert dialog box appears.



4. Ensure that the Journal Entry.Date tab is selected, and from the list, choose **formula**.
5. To restrict journal entries, type the following formula in the text area:
`{Journal_Entry.Date} <= {?End Date}`
6. Now that the journal entry dates are restricted by the formula, you need to add criteria to restrict the closing entries. In the Select Expert dialog box, click the <New> tab.
7. In the Choose Field dialog box, expand the **Journal_Entry_Type** table, and select **Journal Entry Type**.
8. Click **OK**.
9. Ensure that the Journal_Entry_Type.Journal Entry Type tab is selected, and from the list, choose **is not equal to**.
10. From the list that appears, select **closing entries**.
11. Click **Show Formula >>>**.

The dialog box displays your selection criteria.



12. Click **OK**.

Setting up groupings

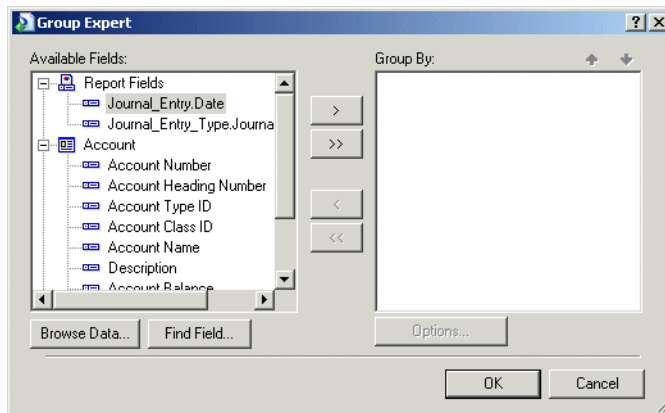
For this report, you must group records based on Account Class and Account Type.

► Create report groupings



1. Click **Group Expert**.

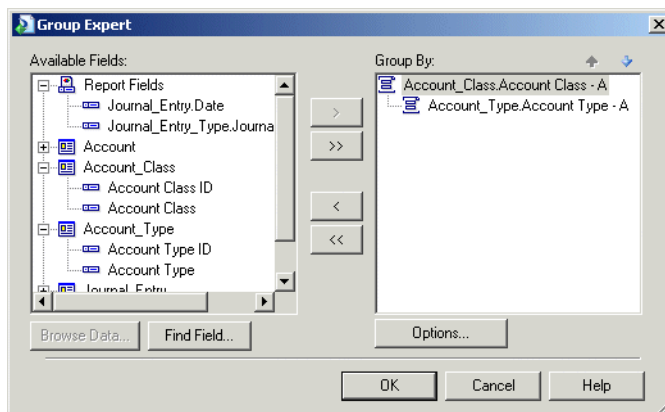
The Group Expert dialog box appears.



2. In the Available Fields area, expand the **Account_Class** table, select the **Account Class** field, and click **>**.

3. Expand the **Account_Type** table, select the **Account Type** field, and click **>** to create a second group.

The dialog box displays your groupings.



4. Click **OK**.

Creating formula fields

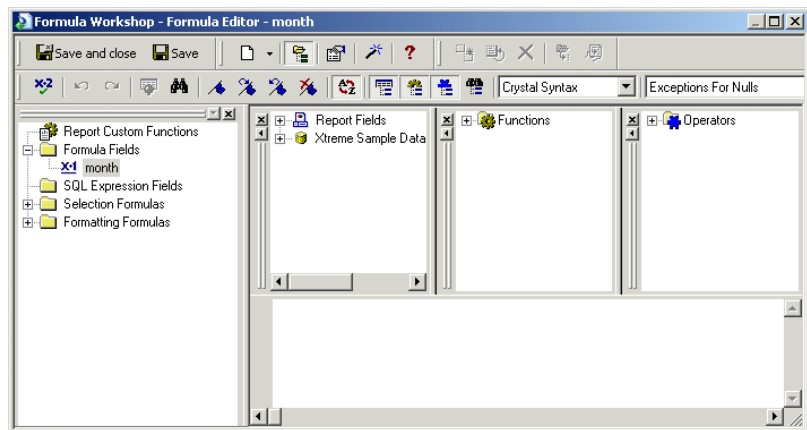
The Year to Date Statement of Cash Flow report uses several formula fields. You must create the necessary fields and add them to the report.

► **To create formula fields**



1. Click **Field Explorer**.
2. In the Field Explorer, right-click **Formula Fields**, and click **New**.
3. In the Formula Name dialog box, type **month**, and click **OK**.

The Formula Workshop appears.



4. Type the following formula:

```
MonthName (Month ({?End Date}))
```

This formula displays the textual representation of the End Date month.



5. Click **Check** to verify that the syntax of the formula is correct.
6. Click **Save and close**.
7. Repeat steps 2 through 6 to create the following formula fields:
 - **month_beginning_cash**: This formula field returns the amount of all the journal entries that fall into the 'Cash' or 'Bank' class of the reporting month. Otherwise, '0' is returned. Because all of the values in the journal entries are positive, you need to reverse the sign for all of the credit amounts to distinguish between the debits and the credits. This field is used to calculate the balance of cash prior to the month.

```

if {Account_Class.Account Class} = 'Cash'
or {Account_Class.Account Class} = 'Bank' then
if {Journal_Entry.Date} < DateSerial(year({?End
Date}),month({?End Date}),1) then
if {Journal_Entry.Debit Or Credit} = "Credit" then
{Journal_Entry.Amount} * (-1)
else
{Journal_Entry.Amount}

```

- **month_cash_equivalents:** This formula field calculates the total cash equivalents by adding the net increase to the cash balance for the beginning of the month.

```

Sum ({@month_beginning_cash}) +
{@month_net_increase}

```

- **month_balance:** This formula field returns the amount of all the journal entries for the reporting month. Otherwise, '0' is returned. If the date falls in the reporting month, then the same calculation for debits and credits is used.

```

if {Account_Class.Account Class}
in ["Accounts Payable", "Accounts Receivable",
"Credit Card Payable", "Credit Card Receivable",
"Inventory", "Long Term Debt.", "Other Payable",
"Payroll Tax Payable", "Sales Tax Payable"] then
if {Journal_Entry.Journal Entry Type ID} <> 9 then
if {Journal_Entry.Date} >= DateSerial(year({?End
Date}), month({?End Date}),1) then
if {Journal_Entry.Debit Or Credit} = "Credit" then
{Journal_Entry.Amount} * (-1)
else
{Journal_Entry.Amount}

```

- **month_depreciation_amortization:** This formula field returns the amount of all the journal entries that fall into the Amortization/Depreciation Expense class for the reporting month. Otherwise, '0' is returned. This field calculates the total of all the amortization/depreciation for the month. The same calculation for debits and credits is used.

```

if {Journal_Entry.Date} >= DateSerial(year({?End
Date}), month({?End Date}),1) then
if {Account_Class.Account Class} = 'Amortization/
Depreciation Expense' then
if {Journal_Entry.Debit Or Credit} = "Credit" then
{Journal_Entry.Amount}* (-1)
else
{Journal_Entry.Amount}

```

- month_net_cash_flow:** This formula field calculates the net cash flow from the net income and the amortization/depreciation for the month.

$$\text{Sum}(\{@\text{month_net_income}\}) + \text{Sum}(\{@\text{month_depreciation_amortization}\})$$
- month_net_cash_flow_from_operating_activities:** This formula field calculates the net cash flow from all operating activities, including the net income and amortization/depreciation for the month.

$$\{@\text{month_net_cash_flow}\} + \text{Sum}(\{@\text{YTD_balance}\})$$
- month_net_income:** This formula field returns the amount of all the Revenue or Expense type journal entries for the reporting month. The same calculation for debits and credits is used. This field calculates the net income for the month.

```

if {Journal_Entry.Date} >= DateSerial(year({?End Date}), month({?End Date}),1) then
  if {Account_Type.Account Type} in ['Revenue','Expense'] then
    if {Journal_Entry.Debit Or Credit} = "Credit" then
      {Journal_Entry.Amount}
    else
      {Journal_Entry.Amount} * (-1)
  
```
- month_net_increase:** This formula field calculates the net increase in cash from all operating activities, including the net income and amortization/depreciation for the month.

$$\{@\text{month_net_cash_flow_from_operating_activities}\}$$
- YTD_beginning_cash:** This formula field returns the amount of all the journal entries that fall into the Cash or Bank class of the reporting year prior to the end date. Otherwise, '0' is returned. Because all of the values in the journal entries are positive, you need to reverse the sign for all of the credit amounts to distinguish between the debits and the credits. This field is used to calculate the balance of cash prior to the year.

```

if {Account_Class.Account Class} = 'Cash' or
  {Account_Class.Account Class} = 'Bank' then
  if {Journal_Entry.Date} < DateSerial(year({?End Date}),1,1) then
    if {Journal_Entry.Debit Or Credit} = "Credit" then
      {Journal_Entry.Amount} * (-1)
    else
      {Journal_Entry.Amount}
  
```

- **YTD_cash_equivalents:** This formula field calculates the total cash equivalents by adding the net increase to the cash balance for the beginning of the year.

```
Sum ({@YTD_beginning_cash}) +
{@YTD_net_increase}
```

- **YTD_balance:** This formula field returns the amount of all the journal entries. Because all of the values in the journal entries are positive, you need to reverse the sign for all of the credit amounts to distinguish between the debits and the credits.

```
if {Account_Class.Account Class}
in ["Accounts Payable", "Accounts Receivable",
    "Credit Card Payable", "Credit Card Receivable",
    "Inventory", "Long Term Debt.", "Other Payable",
    "Payroll Tax Payable", "Sales Tax Payable"] then
if {Journal_Entry.Journal Entry Type ID} <> 9 then
if {Journal_Entry.Date} >= DateSerial(year({?End
    Date}),1,1) then
if {Journal_Entry.Debit Or Credit} = "Credit" then
{Journal_Entry.Amount} * (-1)
else
{Journal_Entry.Amount}
```

- **YTD_depreciation_and_amortization:** This formula field returns the amounts of all the journal entries that fall into the Amortization/Depreciation Expense class for the year. Otherwise, '0' is returned. This field calculates the total of all the amortization/depreciation for the month. The same calculation for debits and credits is used.

```
if {Journal_Entry.Date} >= DateSerial(year({?End
    Date}), 1,1) then
if {Account_Class.Account Class} = 'Amortization/
    Depreciation Expense' then
if {Journal_Entry.Debit Or Credit} = "Credit" then
{Journal_Entry.Amount}* (-1)
else
{Journal_Entry.Amount}
```

- **YTD_net_cash_flow:** This formula field calculates the net cash flow from the net income and amortization/depreciation for the year.

```
Sum ({@YTD_net_income})+
Sum ({@YTD_depreciation and Amortization})
```

- **YTD_net_cash_flow_from_operating_activities:** This formula field calculates the net cash flow from all operating activities, including the net income and amortization/depreciation for the year.

```
{@YTD_net_cash_flow} +  
Sum ({@YTD_balance})
```
- **YTD_net_income:** This formula field returns the amount of all the Revenue or Expense type journal entries for the reporting year. The same calculation for debits and credits is used. This field calculates the net income for the year.

```
if {Journal_Entry.Date} >= DateSerial(year({?End  
Date}),1,1) then  
if {Account_Type.Account Type} in  
['Revenue','Expense'] then  
if {Journal_Entry.Debit Or Credit} = "Credit" then  
{Journal_Entry.Amount}  
else  
{Journal_Entry.Amount} * (-1)
```
- **YTD_net_increase:** This formula field calculates the net increase in cash from all operating activities, including the net income and amortization/depreciation for the year.

```
{@YTD_net_cash_flow_from_operating_activities}
```

Adding fields to the report

After you create the formula fields, you can begin to add fields to the report.

Note: Before you add the fields, expand the Details section to be approximately 1 inch in height.

► To add fields to the report

1. From the Field Explorer, drag the YTD_balance field to the right end of the **Details** section.
2. Drag the month_balance field to the left side of the YTD_balance field in the **Details** section.
3. Right-click each of the headings that were automatically created in the **Page Header** section, and click **Delete**.

The report should now look similar to the following screenshot:

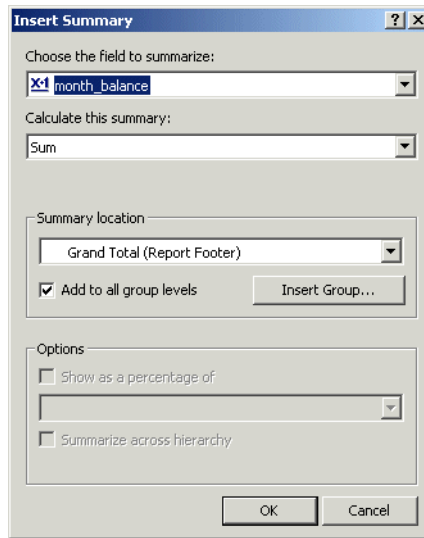
The screenshot shows the Crystal Reports Design view for a report named 'Report1'. The design grid is divided into sections: Report Header, Page Header, Group Header #1 (containing 'Group #1 Name'), Group Header #2 (containing 'Group #2 Name'), Details (containing 'month_balance' and 'YTD_balance'), Group Footer #2, Group Footer #1, Report Footer, and Page Footer. The 'Details' section is currently empty except for the two fields mentioned.

4. Drag the YTD_net_income field to the **Details** section, and place it directly underneath the YTD_balance field.
5. Drag the YTD_beginning_cash field to the **Details** section, and place it directly underneath the YTD_net_income field.
6. Drag the YTD_depreciation_amortization field to the **Details** section, and place it directly underneath the YTD_beginning_cash field.

The report should now look similar to the following screenshot:

This screenshot shows the same Crystal Reports Design view as the previous one, but with additional fields added to the 'Details' section. The fields are arranged in two columns: the left column contains '@month_net_income', '@month_depreciation_amortization', and '@month_beginning_cash'; the right column contains '@YTD_balance', '@YTD_net_income', '@YTD_depreciation_amortization', and '@YTD_beginning_cash'. The fields are placed directly underneath the 'month_balance' and 'YTD_balance' fields respectively.

7. Right-click the `month_balance` field, and choose **Insert > Summary**.
The Insert Summary dialog box appears.



8. For the **Summary Location**, select Group #1, and click **OK**.
9. Right-click the `month_balance` field again, and choose **Insert > Summary**.
10. For the **Summary Location**, select **Grand Total (Report Footer)**, and click **OK**.
11. Repeat steps 7 through 10 for the `YTD_balance` field.
12. Right-click the `YTD_net_income` field, and choose **Insert > Summary**.
13. For the **Summary Location**, select **Grand Total (Report Footer)**, and click **OK**.
14. Repeat steps 12 and 13, but use the following fields instead:
 - `month_net_income`
 - `YTD_net_income`
 - `month_beginning_cash`
 - `YTD_beginning_cash`
 - `YTD_depreciation_amortization`
 - `month_depreciation_amortization`

15. Arrange the sum fields and adjust the section heights according to the following screenshot:

Section	Fields
Report Header	
Page Header	
Group Header #1	Group #1 Name
Group Header #2	Group #2 Name
Details	@month_balance, @YTD_balance, @month_net_income, @YTD_net_income, depreciation_amortization, @month_beginning_cash, @YTD_beginning_cash
Group Footer #2	
Group Footer #1	
Report Footer	sum of @month_balance, Sum of @YTD_balance, sum of @month_balance, Sum of @YTD_balance
Page Footer	Page Number

16. Drag the month_net_cash_flow field to the **Report Header** section, and place it directly below the sum of the month_depreciation_amortization field.
17. Drag the YTD_net_cash_flow field to the **Report Header** section, and place it directly below the sum of the YTD_depreciation_amortization field.
18. Drag the month_net_cash_flow_from_operating_activities field to the **Report Footer** section, and place it directly below the sum of the month_balance field.
19. Drag the month_net_increase field to the **Report Footer** section, and place it directly below the month_net_cash_flow_from_operating_activities field.
20. Drag the month_cash_equivalents field to the **Report Footer** section, and place it directly below the sum of the month_beginning_cash field.
21. Drag the YTD_net_cash_flow_from_operating_activities field to the **Report Footer** section, and place it directly below the sum of the YTD_balance field.
22. Drag the YTD_net_increase field to the **Report Footer** section, and place it directly below the YTD_net_cash_flow_from_operating_activities field.
23. Drag the YTD_cash_equivalents field to the **Report Footer** section, and place it directly below the sum of the YTD_beginning_cash field.
24. Create a text box in the **Report Header** section, align it with the net_income sum field, and type Net Income from Operations.

25. Create a text box in the **Report Header** section, align it with the `depreciation_and_amortization` sum field, and type Add Back non-Cash Expenses Depreciation and Amortization.
26. Create a text box in the **Report Header** section, align it with the `net_cash_flow` formula field, and type Net Cash Flow from Operations.
27. Create a text box in the **Report Footer** section, align it with the `month_balance` or `YTD_balance` sum fields, and type Total Sources (Uses) of Cash.
28. Create a text box in the **Report Footer** section, align it with the `net_cash_flow_from_operating_activities` field, and type Net Cash Flow from Operating Activities.
29. Create a text box in the **Report Footer** section, align it with the `net_income` field, and type Net Increase (Decrease) in Cash.
30. Create a text box in the **Report Footer** section, align it with the `beginning_cash` sum field, and type Cash at Beginning of Period.
31. Create a text box in the **Report Footer** section, align it with the `cash_equivalents` field, and type Cash and Equivalent at End of Period.

The report should now look similar to the following screenshot:

The screenshot shows a Crystal Reports design view of a 'Year to Date Statement of Cash Flow' report. The report is organized into sections: Report Header, Page Header, Group Header #1, Group Header #2, Details, Group Footer #2, Group Footer #1, Report Footer, and Page Footer. The report content is displayed in a grid with columns for 'Month', 'YTD', and 'Balance'. The 'Month' column is currently selected. The report includes the following fields and formulas:

Section	Field/Formula	Month	YTD	Balance
Report Header	Net Income From Operations	[n of @month_net_income]	[sum of @YTD_net_income]	
Report Header	Add Back Non-Cash Expenses Depreciation and Amortization	[depreciation_amortization]	[depreciation_amortization]	
Report Header	Net Cash Flow from Operations	[@month_net_cash_flow]	[@YTD_net_cash_flow]	
Page Header	Group #1 Name			
Page Header	Group #2 Name			
Details		[@month_balance]	[@YTD_balance]	
Details		[@month_net_income]	[@YTD_net_income]	
Details		[depreciation_amortization]	[depreciation_amortization]	
Details		[@month_beginning_cash]	[@YTD_beginning_cash]	
Group Footer #2				
Group Footer #1				
Report Footer	Total Sources (Uses) of Cash	[Sum of @month_balance]	[Sum of @YTD_balance]	
Report Footer	Net Cash Flow from Operating Activities	[om_operating_activities]	[om_operating_activities]	
Report Footer	Net Increase (Decrease) in Cash	[@month_net_increase]	[@YTD_net_increase]	
Report Footer	Cash at Beginning of Period	[@month_beginning_cash]	[@YTD_beginning_cash]	
Report Footer	Cash and Equivalents at End of Period	[month_cash_equivalents]	[@YTD_cash_equivalents]	
Page Footer	Page Number			

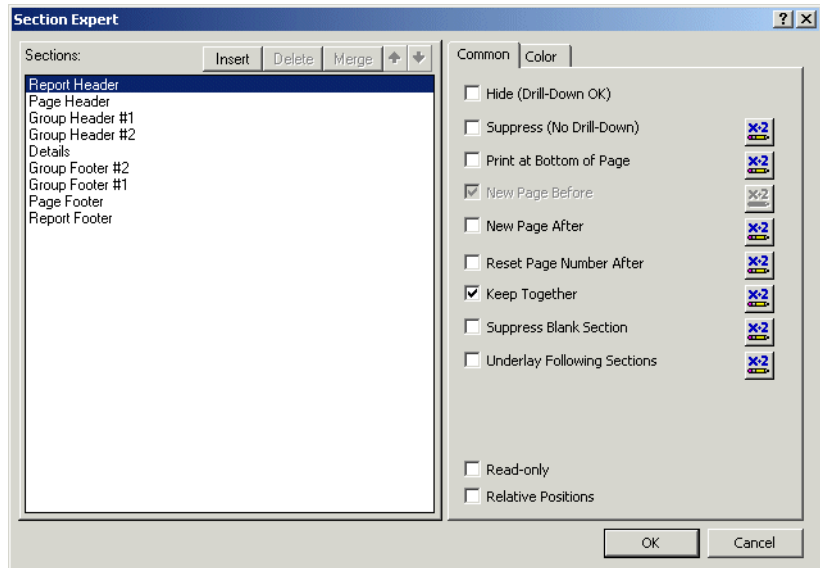
32. Right-click **Page Header**, and click **Suppress (No Drill-Down)**.

33. Repeat step 29 for the **Group Header #1**, **Group Header #2**, **Details**, and **Group Footer #2** sections.



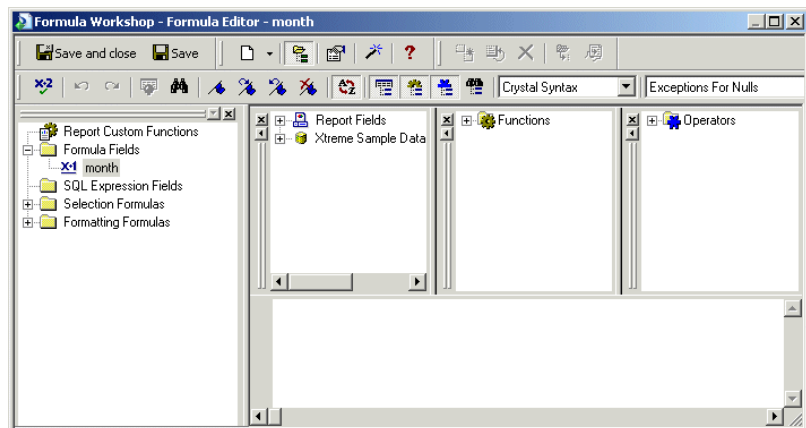
34. Click **Section Expert**.

The Section Expert dialog box appears.



35. Select **Group Footer #1**, and click the **Formula** button next to the **Suppress (No Drill-Down)** option.

The Formula Workshop appears.



36. Type the following formula, and then click **Save and close**:

```
{Account_Class.Account Class} <> ["Accounts Payable",  
    "Accounts Receivable", "Credit Card Payable", "Credit  
    Card Receivable", "Inventory", "Long Term Debt.",  
    "Other Payable", "Payroll Tax Payable", "Sales Tax  
    Payable"]
```
37. Click **OK**.
38. Move the Group #1 Name field from the **Group Header #1** section to the **Group Footer #1** section.
39. Remove the bold formatting that is applied to the Group #1 Name field.
40. In the **Report Header** section, create a new text box below the existing text boxes, and type Sources (Uses) of Cash in the text box.
41. From the Field Explorer, drag the month field to the top of the **Report Header** section, and align it horizontally with the month bound columns.
42. Create a text box in the **Report Header** section, and align it horizontally with the month bound columns to create a column heading for the YTD amounts.
43. Format the two column headings to display bold text aligned to the center with single line bottom borders.

The report should now look similar to the following screenshot:

The screenshot displays the Crystal Reports design view for a 'Year to Date Statement of Cash Flow' report. The layout is organized into several sections on the left: Report Header, Page Header, Group Header #1, Group Header #2, Details, Group Footer #2, Group Footer #1, Report Footer, and Page Footer. The main report area shows a table with three columns: a description column, a column for the current month (@month), and a column for Year-to-Date (YTD). The table includes sections for Net Income from Operations, Net Cash Flow from Operations, Total Sources (Uses) of Cash, and Cash and Equivalents at End of Period. The @month and YTD columns are formatted with bold text, center alignment, and single line bottom borders. The report is currently in Design view, as indicated by the 'Design' tab being selected at the top.

	@month	YTD
Net Income from Operations	sum of @month_net_income	sum of @YTD_net_income
Add Back Non-Cash Expenses: Depreciation and Amortization	depreciation_amortization	depreciation_amortization
Net Cash Flow from Operations	@month_net_cash_flow	@YTD_net_cash_flow
Group #1 Name		
	@month_balance	@YTD_balance
	@month_net_income	@YTD_net_income
	depreciation_amortization	depreciation_amortization
	@month_beginning_cash	@YTD_beginning_cash
Group #1 Name	Sum of @month_balance	Sum of @YTD_balance
Total Sources (Uses) of Cash	sum of @month_balance	Sum of @YTD_balance
Net Cash Flow from Operating Activities	com_operating_activities	com_operating_activities
Net Increase (Decrease) in Cash	@month_net_increase	@YTD_net_increase
Cash at Beginning of Period	@month_beginning_cash	@YTD_beginning_cash
Cash and Equivalents at End of Period	month_cash_equivalents	@YTD_cash_equivalents

Reviewing your work



To see how the report looks with the fields in place, click **Print Preview** to activate the Preview tab.

The report appears in preview mode.

	January	YTD
Net Income From Operations	\$80,417.69	\$80,417.69
Add Back Non-Cash Expenses: Depreciation and Amortization	\$4,180.62	\$4,180.62
Net Cash Flow from Operations	\$64,598.31	\$64,598.31
Accounts Payable	(\$87,927.86)	(\$87,927.86)
Accounts Receivable	\$80,252.24	\$80,252.24
Inventory	\$350,308.26	\$350,308.26
Long Term Debt	\$2,639.00	\$2,639.00
Other Payable	(\$2,056.38)	(\$2,056.38)
Payroll Tax Payable	(\$12,846.15)	(\$12,846.15)
Sales Tax Payable	(\$17,750.18)	(\$17,750.18)
Total Sources (Uses) of Cash	\$312,619.91	\$312,619.91
Net Cash Flow from Operating Activities	\$377,218.23	\$377,218.23
Net Increase (Decrease) in Cash	\$377,218.23	\$377,218.23
Cash at Beginning of Period	\$987,468.86	\$987,468.86
Cash and Equivalents at End of Period	\$1,364,687.08	\$1,364,687.08

After you finish reviewing the report, click the Design tab to correct any mistakes.

Completing the report

Now that the report has been built to display the correct data, you can add the report title, the report date, and the company logo.

► To add a report title and report date

1. Expand the **Page Header** section to be approximately 2 inches in height.
2. Create a new text field at the center of the **Page Header** section, and type *Xtreme Mountain Bikes*.
3. Create another text field directly underneath the *Xtreme Mountain Bikes* text field, and type *Current and YTD Cash Flow*.
4. Create another text field directly underneath the *Trial Balance* text field, and type *For the months ending*.
5. Drag the **End Date** parameter field to anywhere in the **Page Header** section.
6. Right-click the **End Date** field, and click **Format Field**.
7. In the Format Editor, select **03/01/1999** as the Date and Time format, and click **OK**.


8. Drag the End Date field into the text field that contains **For the months ending**.

► **To add a company logo to the report**



1. Click **Insert Picture**.
2. Choose a bitmap (.bmp) logo file, and click **Open**.
3. Position the object frame in the upper right-hand corner of the **Report Header (RH)** section of the report.
4. Click the Preview tab.

The report should now look similar to the following screenshot:

		
Xtreme Mountain Bikes Current Period and YTD Cash Flow For the Months Ending 01/31/2005		
	<u>January</u>	<u>YTD</u>
Net Income From Operations	\$60,417.69	\$60,417.69
Add Back Non-Cash Expenses:		
Depreciation and Amortization	\$4,180.62	\$4,180.62
Net Cash Flow from Operations	<u>\$64,598.31</u>	<u>\$64,598.31</u>
Sources (Uses) of Cash		
Accounts Payable	(\$87,927.86)	(\$87,927.86)
Accounts Receivable	\$80,252.24	\$80,252.24
Inventory	\$350,308.26	\$350,308.26
Long Term Debt	\$2,639.00	\$2,639.00
Other Payable	(\$2,055.38)	(\$2,055.38)
Payroll Tax Payable	(\$12,846.15)	(\$12,846.15)
Sales Tax Payable	(\$17,750.18)	(\$17,750.18)
Total Sources (Uses) of Cash	<u>\$312,619.91</u>	<u>\$312,619.91</u>
Net Cash Flow from Operating Activities	<u>\$377,218.23</u>	<u>\$377,218.23</u>
Net Increase (Decrease) in Cash	<u>\$377,218.23</u>	<u>\$377,218.23</u>
Cash at Beginning of Period	<u>\$987,468.86</u>	<u>\$987,468.86</u>
Cash and Equivalents at End of Period	<u>\$1,364,687.08</u>	<u>\$1,364,687.08</u>

Saving the report

► **To save the report**



1. Click **Save**.

Because this is the first time that you are saving the report, the Save As dialog box appears and displays the location where the file will be saved.

2. In the **File name** field, type Current and YTD Cash Flow.rpt, and click **Save**.

The report is saved to the location that you chose.

