



Using the Cash Flow Analysis Report

Support Note

For MYOB Accounting V15, MYOB Accounting Plus V15, MYOB Premier V9, MYOB Premier Enterprise V3 and AccountEdge V5

Introduction

The Cash Flow Analysis is a simple but effective tool to help you predetermine your cash flow for a specified period. This support note explains how this report works.

How do I use the Cash Flow Analysis report?

To use the **Cash Flow Analysis** report:

1. Go to the **Reports** menu, choose **Index to Reports** and click the **Banking** tab.
2. Highlight the **Cash Flow Analysis** report then click **Customise**.
3. Enter your **Cheque Account** and the **Days To Look Ahead**.
4. Click **Analyse Cash Needs**.

Once the cash analysis is displayed, the transactions used for the analysis can be viewed by clicking **Return to Worksheet**.

The **Cash Flow Analysis** report can also be accessed from the **Banking** command centre by clicking **Analysis** located at the bottom of the command centre.

What transactions are included in the Cash Flow Analysis?

The **Cash Flow Analysis** includes cash transactions that are expected to be paid or received within the **Days To Look Ahead** period. The transaction types include:

- **Recurring transactions** which:
 - Have a **Frequency** set apart from **Other**.
 - Fall due within the **Days To Look Ahead** period.
 - Are currently overdue.

In addition to this, the **Frequency** of Recurring transactions may increase the number of times a transaction is included in the analysis. For example: A Recurring transaction with a **Weekly Frequency** will be included four times in the analysis if the **Days To Look Ahead** is set to 30 days.

The Recurring transaction types included in the report are:

- **Spend Money** and **Receive Money**.
- **Pay Employee** pay cheques.
- **Record Journal Entry** (formerly General Journals).
- **Bills** and **Invoices** that fall due within the **Days To Look Ahead** period, and those that are currently overdue.
- Recurring **Bills** and **Invoices** that are yet to be recorded, and who's payments are due within the **Days To Look Ahead** period, are not included in the analysis.

Please note: The cash flow for **Sales**, **Purchases** and **Payroll** will only be reported if the **Cash Flow Analysis** report is filtered for their respective linked cheque accounts. To determine the linked cheque accounts:



- **Sales** – Go to the **Setup** menu, choose **Linked Accounts**, click **Sales Accounts** and you will see the **Cheque Account For Customer Receipts** field.
- **Purchases** - Go to the **Setup** menu, choose **Linked Accounts**, click **Purchases Accounts** and you will see the **Cheque Account For Paying Bills** field.
- **Payroll** - Go to the **Setup** menu, choose **Linked Accounts**, click **Payroll Accounts** and you will see the **Payroll Cheque Account** field.

Can transactions be added, edited or removed from the report?

When viewing the **Cash Flow Worksheet**, transactions can be added or edited but they can't be removed. However, editing a transaction so its amount is zero will effectively remove it from the report. Alternatively, exit the report and delete the transaction. For example: An invoice was duplicated and needs to be removed from the report. Exit the report and delete the invoice from within the **Transaction Journal**.

The same principal also applies for Recurring transactions. They can be edited so their amount is zero. Or, exit the report and delete the Recurring transaction template.

Please note: The changes made to transaction amounts within the **Cash Flow Worksheet** are not permanent and do not affect the actual transaction.

Adding transactions

Scroll down to the bottom of the **Cash Flow Worksheet**. Notice that the last line is blank. Enter the transaction details in the blank line and then press the <tab> key on your key board. You can then continue to enter additional transactions or click **Analyse Cash Needs** to view the change.

Editing Transactions

With the **Cash Flow Worksheet** displayed, identify the transaction to be edited. Place your cursor in the **Money In/Money Out** field and change the amount. Press the <tab> key on your keyboard and then press **Analyse Cash Needs** to view the change.

Are Undeposited Funds and Prepare Electronic Payments included in the report?

The **Cash Flow Analysis** report can be filtered for only one bank account. If you have Recurring transaction templates for **Transaction Journals**, **Receive Money** and/or **Spend Money** that are allocated to the linked **Undeposited Funds** account or the **Electronic Payments** account, then the **Cash Flow Analysis** report will also need to be reported individually for these linked accounts. By doing this, you will be able to determine the overall cash flow for your business

How Is The GST Reported In The Cash Flow Report?

The amounts shown in the **Cash Flow Analysis** report are tax inclusive.

The GST remittance transaction isn't normally setup as a Recurring transaction, and therefore, your GST liability isn't included in the report.

Disclaimer: This information is of a generic nature. For specific advice regarding your particular circumstances please seek assistance from your Accountant, the Australian Taxation Office or your IT Consultant as appropriate.