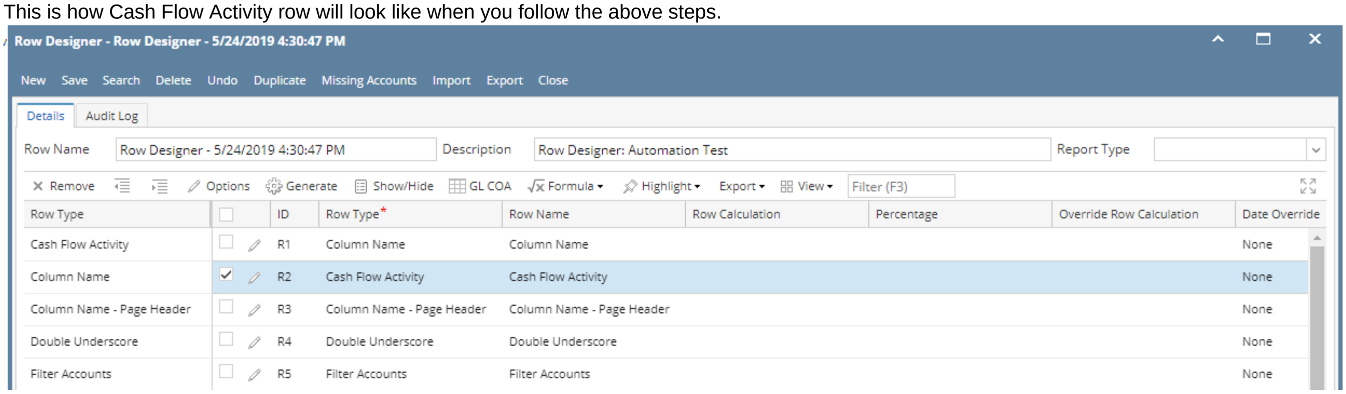
How to Add Cash Flow Activity row

The Cash Flow Activity row is intended to show balances of your General Ledger accounts on Debit or Credit column. This row is specifically used to configure your Cash Flow Statement.

Follow these steps to add a Cash Flow Activity row.

1. From the **Row Type section** select **Cash Flow Activity** and drag it to the grid area, in the position you want that row be added.
2. Enter a value in the **Row Name field**. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. Leave out Row Calculation field.
4. By default **Balance Side field** will show Debit.
   - Leave it as is - **Debit** if the row is intended to filter accounts under Asset or Expenses account types.
   - Select **Credit** if the row is intended to filter accounts under Liability, Equity or Revenue account types.
5. In the **Filter Accounts field**, you will have to configure your account filter. There are 2 ways to do this and each is explained in the topics below.
   - How to Configure Account Filter using Chart of Accounts screen - this is the drag and drop method
   - How to Configure Account Filter using Filter Accounts - this is a one-row-at-a-time method wherein each row is setup one by one.

This is how Cash Flow Activity row will look like when you follow the above steps.



This is how it will be shown when you print your financial report.

You can enhance this row by setting its **Font Properties** and **Row Height**. See How to Configure Row Font Properties and Row Height topic to guide you on how to do this.

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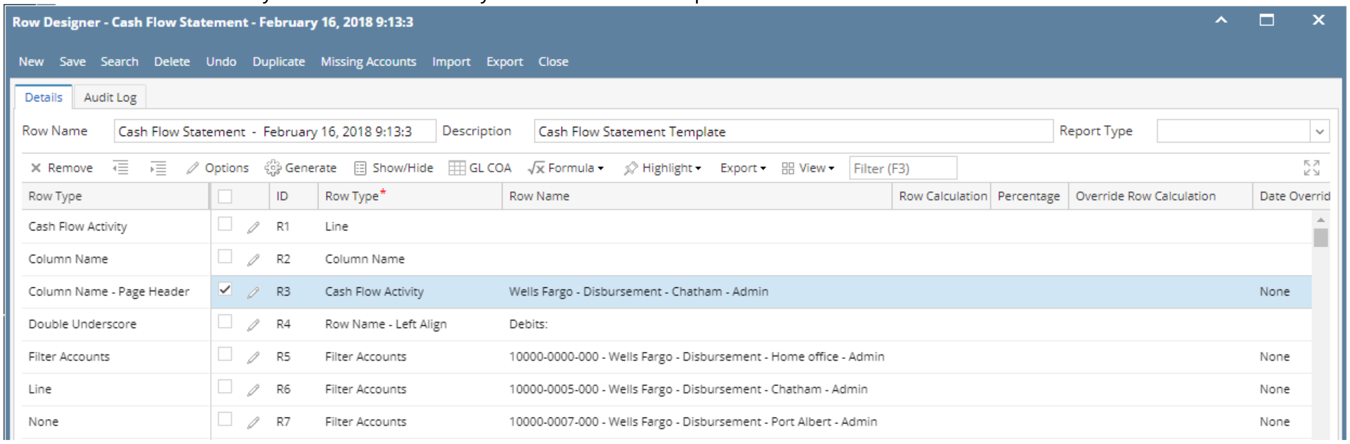

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1. From the **Row Type section** select **Cash Flow Activity** and drag it to the grid area, in the position you want that row be added.
2. Enter a value in the **Row Name field**. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. Leave out Row Calculation field.
4. By default **Balance Side field** will show Debit.
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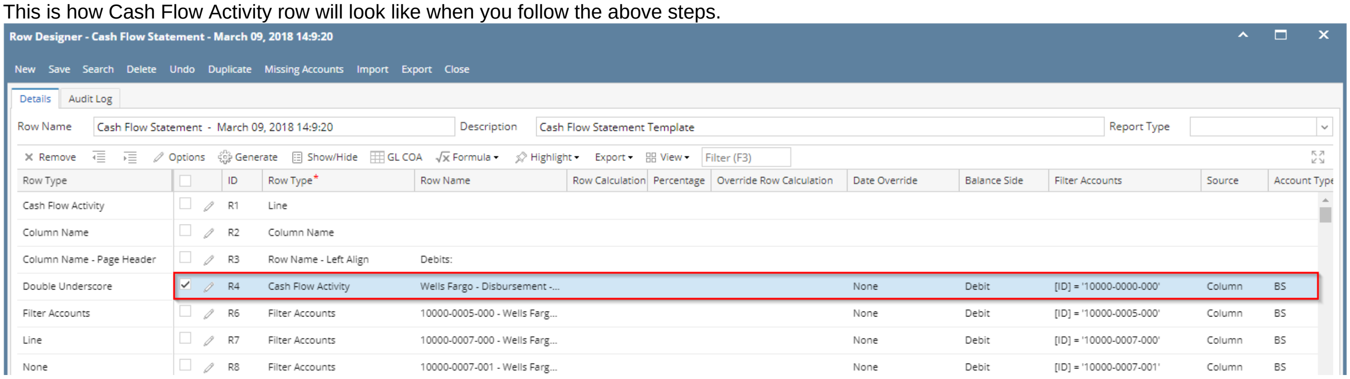

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Follow these steps to add a Cash Flow Activity row.

1. From the **Row Type section** select **Cash Flow Activity** and drag it to the grid area, in the position you want that row be added.
2. Enter a value in the **Row Name field**. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. Leave out Row Calculation field.
4. By default **Balance Side field** will show Debit.
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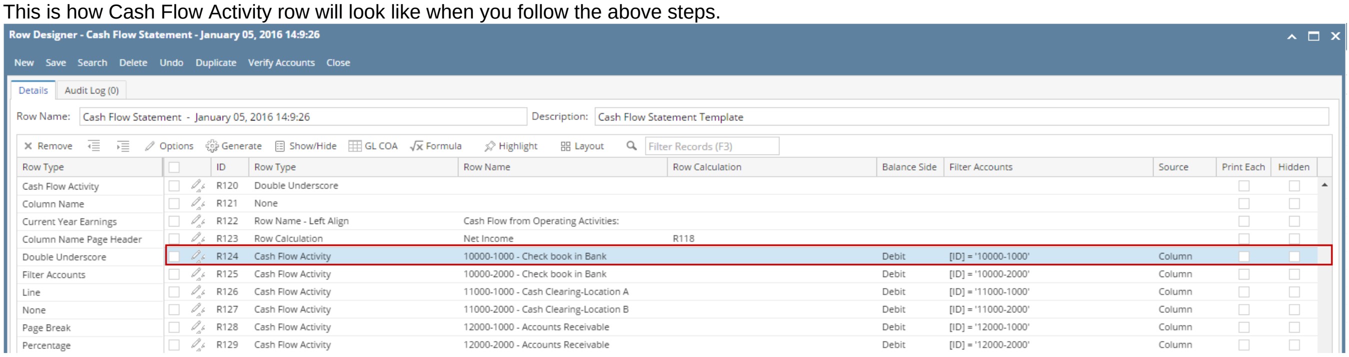

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The Cash Flow Activity row is intended to show balances of your General Ledger accounts on Debit or Credit column. This row is specifically used to configure your Cash Flow Statement. To complete this row setup, you will need to configure your account filter.

Follow these steps to add a Cash Flow Activity row.

1. Add a new row .
2. Enter a value in the **Description field**. This value should be as descriptive as possible so it would be easy to read what row is that for.
3. In the **Row Type field**, select Cash Flow Activity.
4. Leave out Related Rows field.
5. In the **Balance Side field**,
   - Select **Debit** if the row is intended to filter accounts under Asset or Expenses account types.
   - Select **Credit** if the row is intended to filter accounts under Liability, Equity or Revenue account types.
6. In the **Filter Accounts field**, you will have to configure your account filter. There are 2 ways to do this and each is explained in the topics below.
   - How to Configure Account Filter using Filter Accounts - this method is being used if Account Filter is configured, one at a time, as you add rows
   - How to Configure Account Filter using Advance Filter Accounts - this method is being used if Account Filter is configured after all rows were added

This is how Cash Flow Activity row will look like when you follow the above steps.

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