

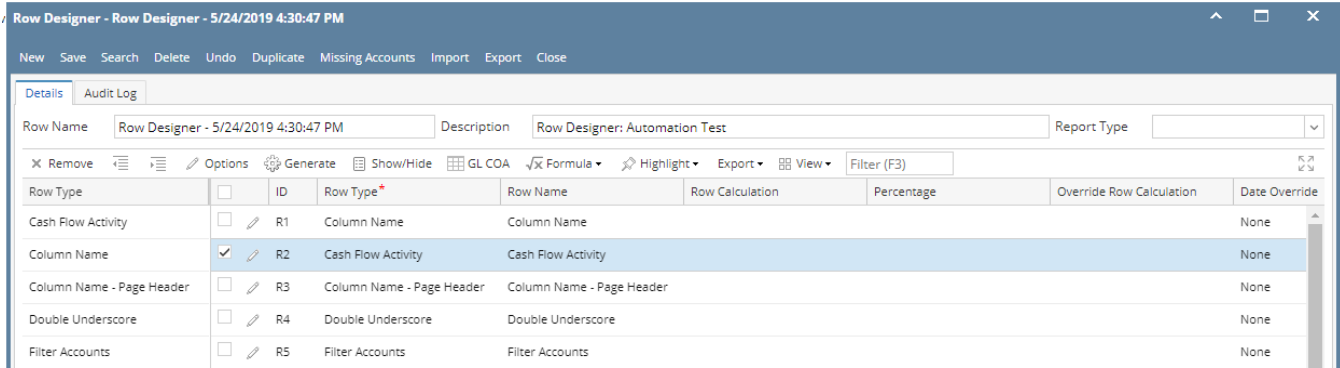
How to Add Cash Flow Activity row

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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Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override
Cash Flow Activity	R1	Line					
Column Name	R2	Column Name					
Column Name - Page Header	R3	Cash Flow Activity	Wells Fargo - Disbursement - Chatham - Admin				None
Double Underscore	R4	Row Name - Left Align	Debits:				
Filter Accounts	R5	Filter Accounts	10000-0000-000 - Wells Fargo - Disbursement - Home office - Admin				None
Line	R6	Filter Accounts	10000-0005-000 - Wells Fargo - Disbursement - Chatham - Admin				None
None	R7	Filter Accounts	10000-0007-000 - Wells Fargo - Disbursement - Port Albert - Admin				None

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Row Type	ID	Row Type*	Row Name	Row Calculation	Percentage	Override Row Calculation	Date Override	Balance Side	Filter Accounts	Source	Account Type
Cash Flow Activity	R1	Line									
Column Name	R2	Column Name									
Column Name - Page Header	R3	Row Name - Left Align	Debits:								
Double Underscore	R4	Cash Flow Activity	Wells Fargo - Disbursement - ...				None	Debit	[ID] = '10000-0000-000'	Column	BS
Filter Accounts	R6	Filter Accounts	10000-0005-000 - Wells Farg...				None	Debit	[ID] = '10000-0005-000'	Column	BS
Line	R7	Filter Accounts	10000-0007-000 - Wells Farg...				None	Debit	[ID] = '10000-0007-000'	Column	BS
None	R8	Filter Accounts	10000-0007-001 - Wells Farg...				None	Debit	[ID] = '10000-0007-001'	Column	BS

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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.
 - 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.

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Row Type	ID	Row Name	Row Calculation	Balance Side	Filter Accounts	Source	Print Each	Hidden
Cash Flow Activity	R120	Double Underscore					<input type="checkbox"/>	<input type="checkbox"/>
Column Name	R121	None					<input type="checkbox"/>	<input type="checkbox"/>
Current Year Earnings	R122	Row Name - Left Align	Cash Flow from Operating Activities:				<input type="checkbox"/>	<input type="checkbox"/>
Column Name Page Header	R123	Row Calculation	Net Income R118				<input type="checkbox"/>	<input type="checkbox"/>
Double Underscore	R124	Cash Flow Activity	10000-1000 - Check book in Bank	Debit	[ID] = "10000-1000"	Column	<input type="checkbox"/>	<input type="checkbox"/>
Filter Accounts	R125	Cash Flow Activity	10000-2000 - Check book in Bank	Debit	[ID] = "10000-2000"	Column	<input type="checkbox"/>	<input type="checkbox"/>
Line	R126	Cash Flow Activity	11000-1000 - Cash Clearing-Location A	Debit	[ID] = "11000-1000"	Column	<input type="checkbox"/>	<input type="checkbox"/>
None	R127	Cash Flow Activity	11000-2000 - Cash Clearing-Location B	Debit	[ID] = "11000-2000"	Column	<input type="checkbox"/>	<input type="checkbox"/>
Page Break	R128	Cash Flow Activity	12000-1000 - Accounts Receivable	Debit	[ID] = "12000-1000"	Column	<input type="checkbox"/>	<input type="checkbox"/>
Percentage	R129	Cash Flow Activity	12000-2000 - Accounts Receivable	Debit	[ID] = "12000-2000"	Column	<input type="checkbox"/>	<input type="checkbox"/>

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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

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