



'Spider' Cashflow report

Table of Contents

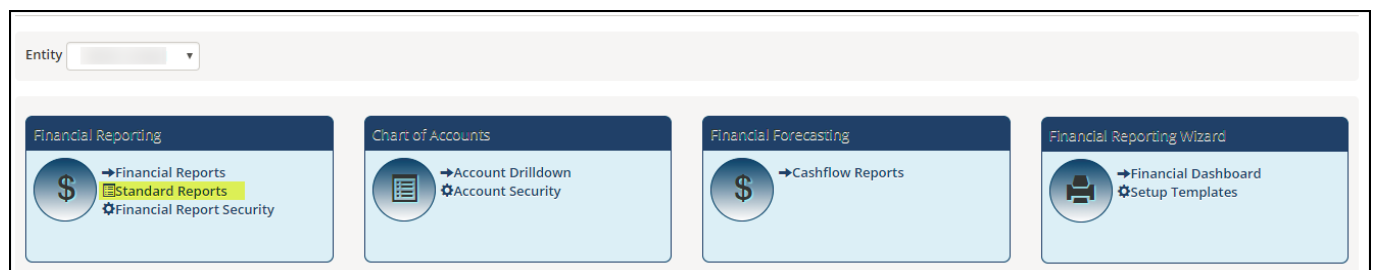
<u>Security and logging in to Financial Wizard</u>	<u>1</u>
<u>Creating a new Cashflow report within Spider</u>	<u>2</u>
<u>Publishing for a Specific Group</u>	<u>2</u>
<u>Creating the account headings</u>	<u>3</u>
<u>Select what general ledger accounts come under each heading:</u>	<u>4</u>
<u>Printing the Cashflow Report</u>	<u>4</u>
Show Summary report	<u>5</u>

Security and logging in to Financial Wizard

Path: Finance > Financial Dashboard >

To purchase the Financial Wizard – please contact help@pcschool.net for further information on this.

For security on Cashflow reports [please click on this link](#)



Creating a new Cashflow report within Spider

Path: *Finance Reporting > Standard Reports >*

1. Select [Create new Cashflow]

1. [Report ID] – type in the name
 2. [Description] – type in description
 3. [Web Publish] – select who you wish to display report to
- Note: When publishing for a Specific Group you will need to give them that report

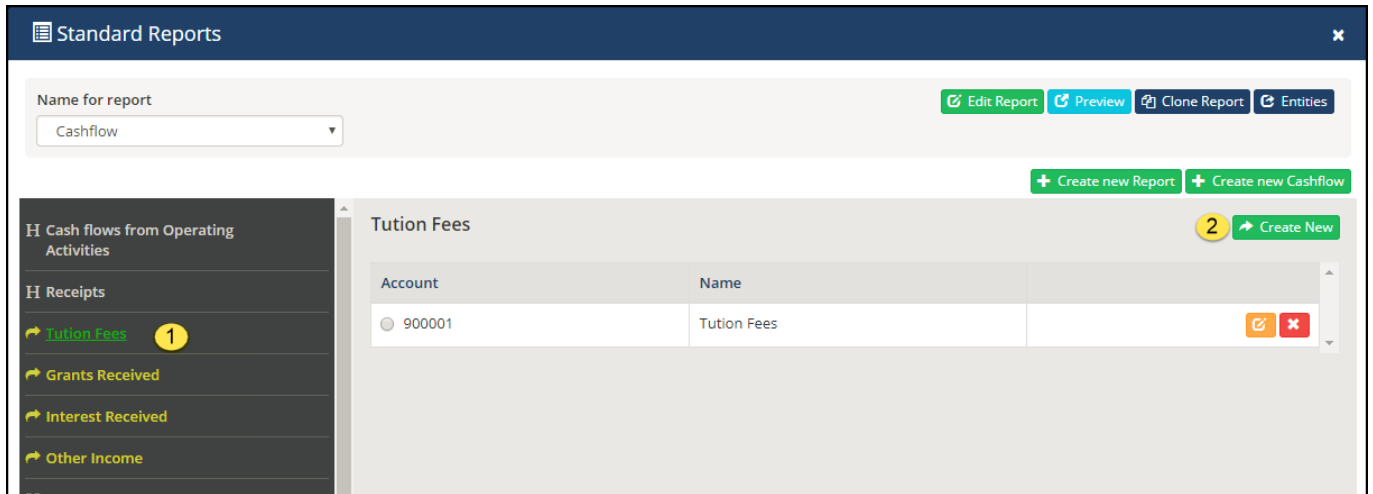
Publishing for a Specific Group

Path: *Financial Reporting > Financial Report Security >*

1. Select the [Security Group]
2. Tick the reports you wish for them to see or [Select All]
3. [SAVE]


Creating the account headings

Re-open the new [Cashflow] report which you saved.



1. Click on each heading e.g. Tuition Fees, Grants etc
2. Then select [Create New]

(work through each heading marked with a  to create the Account No. as shown

If you make a mistake you can select the 
 To delete or to edit Name 

Account Name

Type in your Account Name you require to show on your reports

Select what general ledger accounts come under each heading:

The screenshot shows the 'Standard Reports' window with the 'Cashflow' report selected. The 'Tuition Fees' report is being configured. The left sidebar lists various account categories like 'Cash flows from Operating Activities', 'Receipts', and 'Payments'. The main area shows a table of accounts with columns for 'Account' and 'Name'. A yellow circle '1' highlights the account '900001' selected. A yellow circle '2' highlights the 'Income' checkbox selected under 'Accounts in this section:'. A yellow circle '3' highlights the 'X' delete button next to the account '127 - OSS Food Income'. On the right, there are checkboxes for 'Expense', 'Income', 'Asset', 'Liability', 'Bank', and 'Capital', and a section for 'Other Posting Accounts' with a list of accounts like '260 - Income Photocopying'.

1. Make sure a [dot] in the [Account] e.g. 900001
2. Show what sort of account you have select e.g. [Income] accounts will only show
3. To delete an account select the X

Work thru all these accounts correcting

Printing the Cashflow Report

Path: **Financial Reporting > Financial Forecasting > Cashflow Reports**

The screenshot shows the 'Cash Flow 2018' report. At the top, there are filters for 'Select the Report' (Cashflow), 'Select Period' (January), and 'Select Year' (Current Year). There are also checkboxes for 'Use Revised Budget', 'Show Detail' (selected), and 'Show Summary'. A yellow circle '3' highlights the 'Show Detail' option, and a yellow circle '4' highlights the 'Print' button. The main table displays a forecast from January to December 2018, with a 'Year 2018 Total' column. The 'Variance' row at the bottom is highlighted in red and has a yellow circle '5' next to it, indicating it should be zero. A yellow circle '6' highlights the 'Exit' button at the bottom right.

	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Year 2018 Total
▼ Tuition Fees	1,238,084	(8,123)	(8,123)	1,238,294	(8,123)	(8,123)	1,238,294	(8,123)	1,238,294	(8,123)	(8,123)	(8,333)	4,887,773
▼ Grants Received	509,656	0	305,783	509,656	0	20,000	547,656	10,000	305,783	509,656	0	0	2,718,194
▼ Other Income	20,339	67,979	64,746	75,985	63,146	67,579	74,152	66,479	63,146	75,985	63,146	14,166	716,854
▼ Interest Received	0	0	0	0	0	0	0	0	0	0	0	0	0
▼ Wages	(560,087)	(570,104)	(563,104)	(570,104)	(563,104)	(563,104)	(570,105)	(563,105)	(563,105)	(570,105)	(563,105)	(560,088)	(6,779,224)
▼ Payments to Suppliers	(223,570)	(118,657)	(136,523)	(131,240)	(120,640)	(166,256)	(149,140)	(134,990)	(160,906)	(144,990)	(104,490)	(97,422)	(1,688,827)
▼ Interest	(1,249)	(1,249)	(1,249)	(1,249)	(1,249)	(1,249)	(1,249)	(1,249)	(1,249)	(1,249)	(1,249)	(1,249)	(14,999)
▼ Net cash provided by (used in) Operating Activities	983,173	(630,155)	(338,470)	1,121,342	(629,971)	(651,154)	1,139,608	(630,989)	881,963	(138,826)	(613,822)	(652,927)	(160,229)
▼ Capital Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
▼ Capital Purchases	0	0	0	0	0	0	0	0	0	0	0	0	0
▼ Net cash provided by (used in) Investing Activities	0	0	0	0	0	0	0	0	0	0	0	0	0
▼ Dividends	0	0	0	12,000	0	0	0	0	0	0	0	0	12,000
▼ Capital Grants	0	0	0	0	0	0	0	0	0	0	0	0	0
▼ Net cash provided by (used in) Financing Activities	0	0	0	12,000	0	0	0	0	0	0	0	0	12,000
Total Cash available at commencement of the Period	407,832	1,391,005	760,850	422,379	1,555,722	925,750	274,596	1,414,205	783,215	1,665,178	1,526,352	912,529	407,832
Net Increase/(Decrease) of cash held	983,173	(630,155)	(338,470)	1,133,342	(629,971)	(651,154)	1,139,608	(630,989)	881,963	(138,826)	(613,822)	(652,927)	(148,229)
Cash At Bank at the End of the Month	1,391,005	760,850	422,379	1,555,722	925,750	274,596	1,414,205	783,215	1,665,178	1,526,352	912,529	259,602	259,602
Variance	0	0	0	0	0	0	0	0	0	0	0	0	0
Forecast Cash At Bank at the End of the Month	1,391,005	760,850	422,379	1,555,722	925,750	274,596	1,414,205	783,215	1,665,178	1,526,352	912,529	259,602	259,602

1. [Select Period]
2. [Select Year]
3. [Show in Detail] or [Show in Summary]
4. [Print] – it will save as a PDF (usually shows at the bottom of your screen – click on this to Open etc)
5. [Variance] this should be zero if not you have missed adding some accounts so revise above account select.

Show Summary report

