Cash Flow Statement

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Starting Point

• All other schedules and exhibits will need to be finalized.
• Need FTP downloads of the following:
  • FBMR204T (ordered using prod card for 204T)
  • IV-Fund
  • IV-3
  • IV-3-A

Using Excel Cash Flow Statement workbook, use Instructions tab and the Import Worksheets button.
Check Figures

- **Check** figures are your friends!
- Verify Summary by Fund tab:
  - **Check** figures are zero after the FTP files are loaded.
  - Cash & Cash Equivalents-End of Year numbers tie by column to the III-Fund (add together the Current Assets and Restricted lines).
- STOP NOW if the spreadsheet isn’t zero or the III-Fund numbers don’t tie... find out why/fix it.

Plan it Out

- Evaluate activity by fund group, start at the back of the tabs (Agency Funds) because:
  - Fewer transactions in the fund group allows me to learn slowly.
  - E&G and Designated are more involved, and I can apply what I’ve learned from those easier spreadsheets.
- After each fund group is completed, recheck your Summary tab – make sure **check** numbers are still zero.
Organization of the Tabs

• Intimidating at first, but take it slow.
• Legend at the top of each spreadsheet – helpful in telling me what to expect.
  – **Light blue cells** will auto-populate to another cell. Follow this amount and ensure it lands where expected.
  – **Dark blue cells** (column G) are additional adjustments. Within a fund group, these cells should total zero. Both sides need to be entered.

What am I looking at?

• Each fund group tab includes the same basic sections, not all rows are used on all fund groups.
• Work from top to bottom of the spreadsheet.
• Pay attention to the information in Column A, it could be helpful….provides clues.
• Consider the fund group & section being worked, and ask the question….does that sound right?
• Use FAMIS screen 80 to see accounts involved.
Analyzing Balance Sheet Changes

- Review amounts in Orange cells, and when needed reclassify them using the light blue, or dark blue cells. Examples:
  - Prepaid Expenses: 1500 comes in as Payments to Suppliers. May be from Scholarships, Payments to Other Operating.
  - Accounts Receivable: 1300/1312 /1395 comes in as Proceeds Received from Customers. May be other types of A/R here.
  - Due from other Members: 1801-1827 comes in as Proceeds Received from Customers. May be Grants & Contracts, Shared Cash, Debt Proceeds (PUF), etc.
  - Accounts Payable / Due To’s

More Check Figures

- After each fund group is analyzed, be sure to verify the check figures on the Summary tab:
  - Cash & Cash Equivalents-End of Year cell ties to the III-Fund.
  - Operating Classification Differences row should be zero – rare to have a number here.
  - Transfers tie to the IntraSystem Transfers
  - Proceeds balances are positive and Payments balances are negative.
Non-Cash Activity

- Remember the schedule is meant to pick up cash activity. If cash is not involved, it needs to be eliminated/reclassify the impact, for instance:
  - Agency Funds: none of the impact belongs to the institution/agency, therefore move
    • all proceeds to Proceeds from Other Non-Capital Financing
    • all payments to Payments for Other Uses.
  - Student Exemptions: move from Proceeds from Tuition & Fees to Payments for Other Expenses.
  - Gifts in Kind: record at the bottom in Non-Cash Transactions - Other/NonMonetary Gifts.

Finalizing the numbers

- Remember, check figures are your friends!
- Review impact of numbers on the Summary tab.
- Don’t forget about the non-cash transactions section at the bottom of each spreadsheet.
Finishing Line

- Access screen 180 in the AFR module to make the entries.
- On the Summary tab, use the Report V column to identify the exact Section, Header, and Subsection to use in the entry.
- Enter the Total amount column by row.
- Print AFR module report and verify numbers match the Summary tab, Total amount column.