



Taming The Technology Tiger

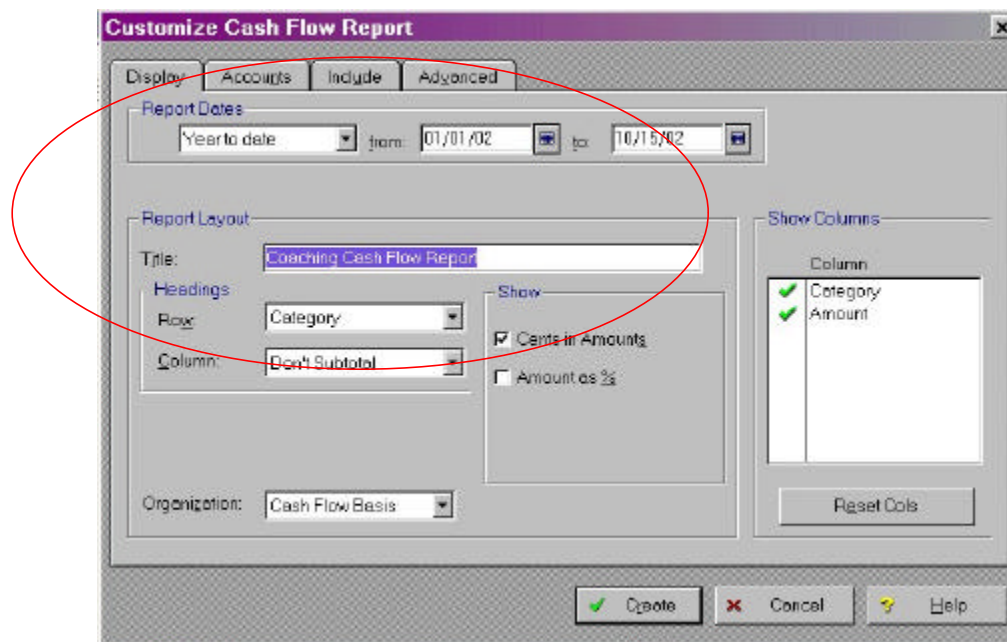
<http://www.TechnologyTiger.com>

How To Create A Business Cash Flow Report

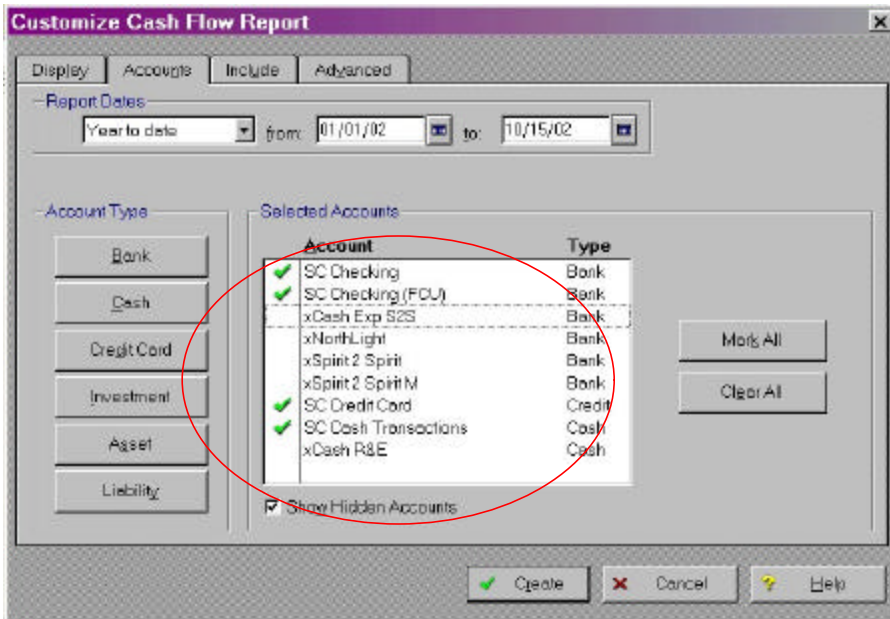
1. From the **Report** menu, select **Spending, Cash Flow Report**.



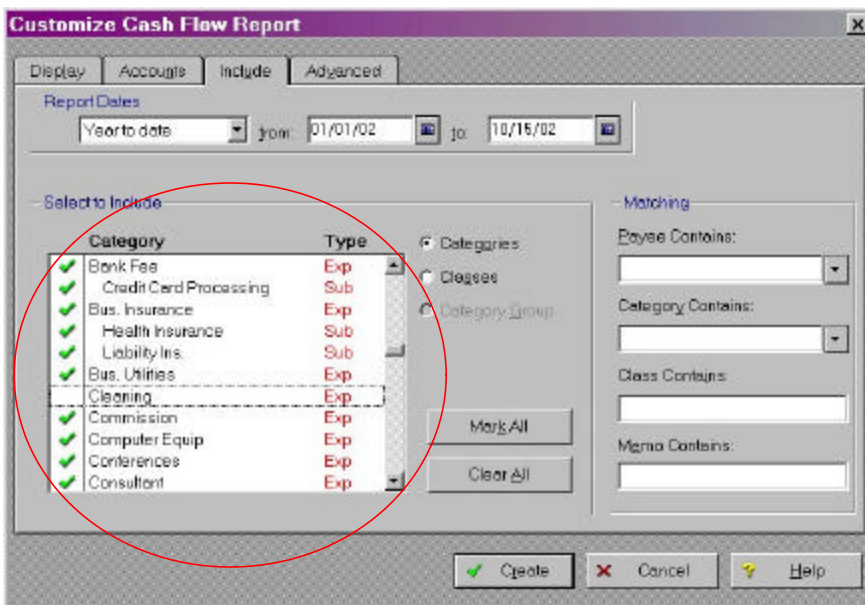
2. Click **Customize**.
3. On the **Display** tab, select **Year To Date**, and enter a **Title** for the report.



- On the **Accounts** tab, select those accounts that are part of your business.



- On the **Include** tab, select those categories you want to include in this report.



- Click **Create**.
- Check the Report for accuracy, then click **Memorize** to save the report for future viewing. Note: Because you chose Year To Date for the reporting dates, the report will automatically update each time you look at it.