

## **FocusCFO**

### Instructions for 13-Week Cashflow Forecast (Updated: March 23, 2020)

This 13-week cashflow forecast is being provided by FocusCFO for general use, with the goal to help business owners understand the timing of cash movements in their business. We believe understanding your cash position will support sound and confident decision making. We provide no guarantee of accuracy as the formulas contained within the model may be inadvertently changed by the user. Also recognize that inputs are unique to each user's business that may require model alterations in certain circumstances. *If you need guidance utilizing this tool, please contact us at [focuscfo.com](http://focuscfo.com). We just want to help!*

#### Tab 1 – Summary

This tab is a summary of the various inputs pulled forward from the other tabs within the model. There is a self-checking formula on line 34 that ties ending cash position on this page with the comparable number on the detail cash flow forecast tab. If a number appears in any cell on line 35, the error arises from a formula change or improper insertion or deletion of a detail line on one of the other tabs.

#### Tab 2 – Detail Cash Flow Forecast

This tab requires the input of the company name in cell A1, The date in cell B5 that is the Friday at the end of the first week of the forecast period, beginning cash balance in cell B7, any line of credit ("LOC") draws and repayments along with interest payments, and the LOC maximum limit and beginning amount available (all shaded areas). All other amounts are pulled forward from other tabs.

#### Tab 3 – Current A/R

This tab is colored red because it allows for an import of accounts receivable aging data from your accounting software, QuickBooks in many instances. Once the information is imported, the amounts due to the company can be slotted into the appropriate column(s) in which a payment is expected from the customer. The total line is automatically pulled into the Detail Cash Flow Forecast tab.

#### Tab 4 – Receipts from Future Sales

This tab requires a bit more manual work starting with inputting of expected sales over the next 13 weeks. From there, the sales are slotted into the appropriate week in the collections section where the collection occurs. The collections section also allows for input of one-off receipts like an insurance settlement, settlement from a law suit, etc. The total line is automatically pulled into the Detail Cash Flow Forecast tab.

#### Tab 5 – Current A/P

This tab is colored red because it allows for an import of accounts payable aging data from your accounting software, QuickBooks in many instances. Once the information is imported, the amounts due to be paid to vendors can be slotted into the appropriate column(s) in which a payment is expected to be made. The total line is automatically pulled into the Detail Cash Flow Forecast tab.

#### Tab 6 – Expenses

This tab requires a bit more manual work starting with inputting expected expenditures over the next 13 weeks. From there, the expenditures are slotted into the appropriate week where it expected to be paid. Many of the items listed here do not change from week to week, so once this section is built, there should be little change to the line descriptions. Examples of line items include, utility payments, insurance, contract payments, sales and use tax remittances, loan payments (except for the LOC), etc. The total line is automatically pulled into the Detail Cash Flow Forecast tab.

#### Tab 7 – Payroll

This tab requires some manual work starting with inputting the total net wages into the correct column when payroll is paid over the next 13 weeks. Other payroll related disbursements are itemized here, too. The total line is automatically pulled into the Detail Cash Flow Forecast tab.

Each week's file should be saved as a different filename than the prior week's file. Assuming you start with the prior week's file and save it as a new filename, the changes occur in the gray shaded cells. Much of the information will need to be moved one column to the left since column B's information relates to a prior week.

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