

Cash Flow Forecast Instructions

If you need any assistance with setting up or using this spreadsheet contact:

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Please report any errors found to author.

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There are three primary worksheets in this file, the Cash Flow Worksheet which takes values from the Accounts Receivable and Accounts Payable Worksheets.

Everything highlighted in yellow should not be erased. These are calculations and feed elsewhere in the worksheet. The one exception to this rule is on the **Beginning Cash Line**. The starting cash for a week is the ending cash from a prior week. Frequently, it is necessary to adjust the starting cash for accuracy. Just make sure that following weeks pick up the ending cash from the prior week.

Start by erasing the sample values in all fields that are not highlighted in yellow.

Plug in values for the Cash Outflows section of the Cash Flow Worksheet first. If you don't know an exact value, especially for amounts in the future, predict them as closely as possible. As future expenses become nearer, adjust the values to be more accurate.

The **Accounts Payable Other** worksheet is the best way to keep track of individual A/P. The reason I suggest you use a single line for each payable, is that it allows you to move them around to make your cash work. On the main Cash Flow Worksheet, enter those recurring expenses that are predictable and don't have latitude about when they get paid.

The **Accounts Receivable Worksheet** can be used in one of two ways. First, if you have a small number of A/R accounts, list them individually and predict when they will

