

Owner cash flow and cash management

Joel Ward | Cable's Roofing | Original workbook exhibit

A cash-management model connecting receipts, disbursements, credit-line use, payroll, recurring expenses, and owner cash requirements.

Source: CMRv11.xlsm

The main cash model and recurring schedule show all thirteen selected weeks together, with the main cash model's period summaries. Forecast and accounting ranges remain explicitly labeled excerpts. Original saved values, labels and source colors are retained. Rows continue vertically when needed; no displayed columns are divided across pages.

Coverage: Cash Flow & Cash Mgt (first 13 weeks plus summaries); Instructions; CONFIDENCE; ADGL; % GOOD MONEY; AR/AP Forecast (rows 1–36); Recurring (rows 1–110, first 13 weeks); AR/AP for Cash Flow (rows 1–36 accounting excerpts). Hidden Import AR/AP tabs, main-sheet charts and macro buttons are omitted.

Personal, customer and invoice identifiers are redacted. PDF bookmarks lead to the worksheets.

Cash Flow & Cash Mgt

First 13 weeks and period summaries | All displayed columns | Original source row numbers at left

2	Cables Roofing																12/13/21	3/14/22	6/13/22
3										[redacted]							PERIOD 2	PERIOD 3	PERIOD 4
4	CASH MANAGEMENT REPORT			9/13/21	9/20/21	9/27/21	10/4/21	10/11/21	10/18/21	10/25/21	11/1/21	11/8/21	11/15/21	11/22/21	11/29/21	12/6/21	3/7/22	6/6/22	9/5/22
5	(A) BEGINNING BALANCE CASH:			137,960	334,778	795,080	480,558	434,045	442,076	474,701	468,649	471,333	461,317	478,089	484,111	501,623	468,903	468,903	468,903
6	Balance - LOC	Limit=	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000
7	Used from LOC																0	0	0
8	Paid to LOC																0	0	0
9	(B) CASH RECEIPTS (ESTIMATED)																		
10	Received on A/R (AR Forecast)			362,643	140,129	158,420	118,622	126,187	185,852	119,337	139,828	139,828	139,828	139,828	139,828	111,295	0	0	0
11	NEW SALES																0	0	0
12	EDIL				500,000												0	0	0
13																	0	0	0
14																	0	0	0
15																	0	0	0
16			TOTAL INFLOW:	362,643	640,129	158,420	118,622	126,187	185,852	119,337	139,828	139,828	139,828	139,828	139,828	111,295	0	0	0
17	(C) CASH DISBURSEMENTS (ESTIMATED)																		
18	Payrolls			36,600	36,600	36,600	36,600	36,600	36,600	36,600	36,600	36,600	36,600	36,600	36,600	36,600	0	0	0
19	Recurring Expenses - (Recurring Tab)			5,971	10,722	1,231	35,462	10,596	10,722	689	16,059	25,259	5,971	10,722	1,231	40,087	0	0	0
20	Accts Payable (AP Forecast)			122,104	135,855	123,861	103,824	83,211	112,655	102,850	101,235	101,235	101,235	101,235	101,235	80,578	0	0	0
21																	0	0	0
22	Salesmen Qtrly Bonuses																0	0	0
23	Owners Property draws																0	0	0
24																	0	0	0
25																	0	0	0
26																	0	0	0
27																	0	0	0
28																	0	0	0
29			TOTAL OUTFLOW:	164,675	183,177	161,692	175,885	130,407	159,977	140,139	153,894	163,094	143,806	148,557	139,066	157,265	0	0	0
30	(D) INVESTMENT IMPACT (ESTIMATED)																		
31	(D.1) ENGAGEMENTS																		
32	Project Investment - Consulting			11,000	11,000	11,000	11,000	11,000	14,000								0	0	0
33	Project Investment - TAX			7,000													0	0	0
34	Project Investment - TAX Implementation																0	0	0
35	Project Investment - Valuation																0	0	0
36	Project Investment - Recruiting Services																0	0	0
37	Funding (+ Net Proceeds)																0	0	0
38	Funding (- Payment)			6,400	6,400	315,000											0	0	0
39	(D.2) UDE's																		
40	Bottleneck between phases (new sales)		2,000,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0	0
41	Lost time/lack of accountability		100,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0	0	0
42	Closure/Wrap-up process		120,000	10,000				10,000									0	0	0
43	Structure for sales process		25,000		1,500				1,500				1,500				0	0	0
44	Construction error		35,000				3,500				3,500				3,500		0	0	0
45	Inventory/Lost tools		25,000														0	0	0
46	Types of choosen work/materials		650,000														0	0	0
47	Cash flow issues		12,500														0	0	0
48	Repair issues		15,000														0	0	0
49	Uncollectable debts		25,000				5,000										0	0	0
50	External Accounting		72,000		6,000				6,000				6,000				0	0	0
51	Marketing Reductions		60,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	0	0	0
52	Aerial measurement		18,000			1,500				1,500				1,500			0	0	0
53																	0	0	0
54																	0	0	0
55																	0	0	0
56																	0	0	0

2	Cables Roofing																12/13/21	3/14/22	6/13/22
3										[redacted]							PERIOD 2	PERIOD 3	PERIOD 4
4	CASH MANAGEMENT REPORT			9/13/21	9/20/21	9/27/21	10/4/21	10/11/21	10/18/21	10/25/21	11/1/21	11/8/21	11/15/21	11/22/21	11/29/21	12/6/21	3/7/22	6/6/22	9/5/22
57																	0	0	0
58																	0	0	0
59																	0	0	0
60																	0	0	0
61		Annualized Bloodwall Benefit Sub Total	3,157,500																
62			TOTAL INVESTMENT IMPACT FLOW:	(1,150)	3,350	(311,250)	10,750	12,250	6,750	14,750	16,750	13,250	20,750	14,750	16,750	13,250	0	0	0
63																			
64																			
65	(E) ENDING CASH AVAILABLE (A+B-C+D):			334,778	795,080	480,558	434,045	442,076	474,701	468,649	471,333	461,317	478,089	484,111	501,623	468,903	468,903	468,903	468,903
66																			
67	ADGL ENTRY			\$11,304			95%			\$511,115									
68	#Dys/Work Wk	5																	
69	Baseline	\$617		ACTUAL ADGL			% CONF. (Target 90-110%)			4 WEEKS FLOAT									
70	Goal	\$2,885																	
71																			
72																			
73																			

AR Forecast

Schedule excerpt rows 1–36 | All 13 forecast weeks | All displayed columns | Original source row numbers at left

1			ACCOUNTS RECEIVABLE FORECAST																		
2								9/13/21	9/20/21	9/27/21	10/4/21	10/11/21	10/18/21	10/25/21	11/1/21	11/8/21	11/15/21	11/22/21	11/29/21	12/6/21	
3							TOTAL INVOICED RECEIVABLES	233,014	10,500	28,791	8,659	16,224	75,889	9,374	0	0	0	0	0	0	
4							FORECAST RECEIVABLES	129,629	129,629	129,629	109,963	109,963	109,963	109,963	139,828	139,828	139,828	139,828	139,828	111,295	
5							ESTIMATED % COGS	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%	
6							TOTAL RECEIVABLES TO SUMMARY	362,643	140,129	158,420	118,622	126,187	185,852	119,337	139,828	139,828	139,828	139,828	139,828	111,295	
7							ENDING CASH AVAILABLE	334,778	795,080	480,558	434,045	442,076	474,701	468,649	471,333	461,317	478,089	484,111	501,623	468,903	
8								1	2	3	4	5	6	7	8	9	10	11	12	13	
9				SCHEDULE B: CASH FLOW Forecast												Printed:	9/14/21	9/14/21			
10								9/13/21	9/20/21	9/27/21	10/4/21	10/11/21	10/18/21	10/25/21	11/1/21	11/8/21	11/15/21	11/22/21	11/29/21	12/6/21	
11			Name	Receivables	Inv. Date	Amount	Receive	Override Date	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	
12			[redacted]	[redacted]	3/22/21	\$8,152	New														
13			[redacted]	[redacted]	4/27/21	\$9,168	New														
14			[redacted]	[redacted]	6/10/21	\$16,950	New														
15			[redacted]	[redacted]	6/17/21	\$2,150	New														
16			[redacted]	[redacted]	6/21/21	\$70	New														
17			[redacted]	[redacted]	6/22/21	\$12,051	New														
18			[redacted]	[redacted]	7/9/21	\$5,941	9/13/21	9/13/21	5,941												
19			[redacted]	[redacted]	7/15/21	\$3	9/13/21	9/13/21	3												
20			[redacted]	[redacted]	7/16/21	\$5,250	9/13/21	9/13/21	5,250												
21			[redacted]	[redacted]	7/19/21	\$326	New														
22			[redacted]	[redacted]	7/20/21	\$42,150	New														
23			[redacted]	[redacted]	7/21/21	\$20,520	New														
24			[redacted]	[redacted]	7/28/21	\$53,590	10/17/21						53,590								
25			[redacted]	[redacted]	7/28/21	\$22,299	10/17/21						22,299								
26			[redacted]	[redacted]	7/28/21	\$13,864	10/10/21					13,864									
27			[redacted]	[redacted]	7/28/21	\$2,361	10/10/21					2,361									
28			[redacted]	[redacted]	7/28/21	\$8,072	10/20/21							8,072							
29			[redacted]	[redacted]	7/28/21	\$1,302	10/20/21							1,302							
30			[redacted]	[redacted]	7/28/21	\$6,494	9/13/21	9/13/21	6,494												
31			[redacted]	[redacted]	7/28/21	\$1,750	New														
32			[redacted]	[redacted]	7/28/21	\$1,271	New														
33			[redacted]	[redacted]	7/28/21	\$2,700	9/21/21				2,700										
34			[redacted]	[redacted]	7/28/21	\$10,500	9/16/21			10,500											
35			[redacted]	[redacted]	7/28/21	\$4,173	10/3/21				4,173										
36			[redacted]	[redacted]	7/28/21	\$2,486	10/3/21				2,486										

AP Forecast

Schedule excerpt rows 1–36 | All 13 forecast weeks | All displayed columns | Original source row numbers at left

1			ACCOUNTS PAYABLE FORECAST																				
2									9/13/21	9/20/21	9/27/21	10/4/21	10/11/21	10/18/21	10/25/21	11/1/21	11/8/21	11/15/21	11/22/21	11/29/21	12/6/21		
3								TOTAL LISTED PAYABLES	\$28,253	\$42,004	\$30,010	\$24,210	\$3,598	\$33,042	\$23,237	\$0	\$0	\$0	\$0	\$0	\$0		
4								FORECAST PAYABLES	\$93,851	\$93,851	\$93,851	\$79,613	\$79,613	\$79,613	\$79,613	\$101,235	\$101,235	\$101,235	\$101,235	\$101,235	\$80,578		
5								ESTIMATED AMOUNT COGS (FROM AR)	\$93,851	\$93,851	\$93,851	\$79,613	\$79,613	\$79,613	\$79,613	\$101,235	\$101,235	\$101,235	\$101,235	\$101,235	\$80,578		
6								TOTAL PAYABLES TO CASH FLOW	\$122,104	\$135,855	\$123,861	\$103,824	\$83,211	\$112,655	\$102,850	\$101,235	\$101,235	\$101,235	\$101,235	\$101,235	\$80,578		
7								ENDING CASH AVAILABLE	\$334,778	\$795,080	\$480,558	\$434,045	\$442,076	\$474,701	\$468,649	\$471,333	\$461,317	\$478,089	\$484,111	\$501,623	\$468,903		
8																							
9				SCHEDULE A: CASH FLOW Forecast									Printed:	9/14/21		9/14/21							
10									9/13/21	9/20/21	9/27/21	10/4/21	10/11/21	10/18/21	10/25/21	11/1/21	11/8/21	11/15/21	11/22/21	11/29/21	12/6/21		
11			Vendor	Trade Payables	Invoice Date	Amount	Pay Date	Override Date	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED		
12			[redacted]	[redacted]	9/6/21	85	9/13/21	9/13/21	85														
13			[redacted]	[redacted]	1/18/21	1,982	9/13/21	9/13/21	1,982														
14			[redacted]	[redacted]	1/18/21	232	9/13/21	9/13/21	232														
15			[redacted]	[redacted]	1/19/21	185	9/13/21	9/13/21	185														
16			[redacted]	[redacted]	1/19/21	61	9/13/21	9/13/21	61														
17			[redacted]	[redacted]	1/25/21	40	9/13/21	9/13/21	40														
18			[redacted]	[redacted]	2/11/21	712	9/13/21	9/13/21	712														
19			[redacted]	[redacted]	2/22/21	17	9/13/21	9/13/21	17														
20			[redacted]	[redacted]	2/23/21	2,952	9/13/21	9/13/21	2,952														
21			[redacted]	[redacted]	2/24/21	2,719	9/13/21	9/13/21	2,719														
22			[redacted]	[redacted]	2/24/21	27	9/13/21	9/13/21	27														
23			[redacted]	[redacted]	2/24/21	216	9/13/21	9/13/21	216														
24			[redacted]	[redacted]	2/24/21	436	9/13/21	9/13/21	436														
25			[redacted]	[redacted]	2/24/21	168	9/13/21	9/13/21	168														
26			[redacted]	[redacted]	2/24/21	313	9/13/21	9/13/21	313														
27			[redacted]	[redacted]	2/26/21	29	9/20/21	9/20/21		29													
28			[redacted]	[redacted]	3/1/21	2,377	9/20/21	9/20/21		2,377													
29			[redacted]	[redacted]	3/2/21	10,455	9/20/21	9/20/21		10,455													
30			[redacted]	[redacted]	3/2/21	4,565	9/20/21	9/20/21		4,565													
31			[redacted]	[redacted]	3/4/21	2,113	9/20/21	9/20/21		2,113													
32			[redacted]	[redacted]	3/4/21	6,121	9/20/21	9/20/21		6,121													
33			[redacted]	[redacted]	3/11/21	3,912	9/20/21	9/20/21		3,912													
34			[redacted]	[redacted]	3/12/21	12,433	9/20/21	9/20/21		12,433													
35			[redacted]	[redacted]	4/2/21	2,669	10/4/21	10/4/21				2,669											
36			[redacted]	[redacted]	5/28/21	11,620	10/4/21	10/4/21				11,620											

Recurring

Recurring schedule excerpt rows 1–110 | First 13 weeks | All displayed columns | Original source row numbers at left

1	Cables Roofing																			
2	RECURRING EXPENSES FOR CASH MANAGEMENT SUMMARY																			
3	Name of Creditor or Type of Recurring Expenditure (DO NOT ENTER ITEMS INCLUDED IN PAYABLES)		DATA ENTRY TABLE			1st Wk Ending	2nd Wk Ending	3rd Wk Ending	4th Wk Ending	5th Wk Ending	6th Wk Ending	7th Wk Ending	8th Wk Ending	9th Wk Ending	10th Wk Ending	11th Wk Ending	12th Wk Ending	13th Wk Ending		
4					Frequency	Day	Amount	9/13/21	9/20/21	9/27/21	10/4/21	10/11/21	10/18/21	10/25/21	11/1/21	11/8/21	11/15/21	11/22/21	11/29/21	12/6/21
5						w = weekly		Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
6							b = bi-weekly (Use Table, Col "V", for Day)													
7							m = monthly													
8																				
9	Payroll																			
10	Payroll		w		36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500	36,500		
11	Payroll Expenses		w		100	100	100	100	100	100	100	100	100	100	100	100	100	100		
12																				
13																				
14																				
15	Total Payroll					36,600	36,600	36,600	36,600	36,600	36,600	36,600	36,600	36,600	36,600	36,600	36,600	36,600		
16	Suddenlink		m	1	452				452					452				452		
17	Ambit		m	1	244				244					244				244		
18	ViOC		m	15	386		386				386					386				
19	Atmos Energy		m	30	20				20				20					20		
20	Rusk Rural		m	15	20		20				20					20				
21	ATT		m	30	1,230				1,230				1,230					1,230		
22	Smartphone ER		m	15	173		173				173					173				
23	Central Messaging		m	25	105			105					105				105			
24	Rent1		m	1	4,475				4,475					4,475				4,475		
25	Rent2		m	15	700		700				700					700				
26	CPA		m	5	3,000					3,000				3,000				3,000		
27	FIN Analyst		m	15	3,000		3,000				3,000					3,000				
28	My alarm center		m	5	65					65				65				65		
29	Remington alarm		m	25	117			117					117				117			
30	Dodge -Ally Loan _personal		m	1	750				750					750				750		
31	Ford F350 Loan _personal		m	1	734				734					734				734		
32	Suburban Loan _personal		m	1	681				681					681				681		
33	John Deere Loan 1 _personal		m	15	289		289				289					289				
34	John Deere Loan 2 _personal		m	15	292		292				292					292				
35	John Deere Loan 3 _personal		m	15	952		952				952					952				
36	Frank Crum		w		189	189	189	189	189	189	189	189	189	189	189	189	189	189		
37	Insurance GL		m	1	1,503				1,503					1,503				1,503		
38	Insurance Auto		m	15	2,356		2,356				2,356					2,356				
39	BlueCross		m	1	6,282				6,282					6,282				6,282		
40	D2D Experts		m	5	1,560					1,560				1,560				1,560		
41	Cynergy1		m	1	1,811				1,811					1,811				1,811		
42	Acculynx		m	10	5,026	5,026				5,026					5,026					
43	Tsheets		m	10	107	107				107					107					
44	LegalShield		m	10	149	149				149					149					
45	Rocketlaw		m	15	40		40				40					40				
46	Adobe		m	15	57		57				57					57				
47	Intuit		m	15	59		59				59					59				
48	EagleView		m	1	60				60					60				60		
49	Microsoft		m	1	53				53					53				53		

1	Cables Roofing																	
2	RECURRING EXPENSES FOR CASH MANAGEMENT SUMMARY																	
3	Name of Creditor or Type of Recurring Expenditure (DO NOT ENTER ITEMS INCLUDED IN PAYABLES)		DATA ENTRY TABLE			1st Wk Ending	2nd Wk Ending	3rd Wk Ending	4th Wk Ending	5th Wk Ending	6th Wk Ending	7th Wk Ending	8th Wk Ending	9th Wk Ending	10th Wk Ending	11th Wk Ending	12th Wk Ending	13th Wk Ending
4			Frequency	Day	Amount	9/13/21	9/20/21	9/27/21	10/4/21	10/11/21	10/18/21	10/25/21	11/1/21	11/8/21	11/15/21	11/22/21	11/29/21	12/6/21
5				w = weekly		Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
50	DocuSign		m	25	320			320					320				320	
51	Social Swell		m	30	249				249				249					249
52	Google		w		500	500	500	500	500	500	500	500	500	500	500	500	500	500
53	Auto Fleet		m	30	2,673				2,673				2,673					2,673
54	Getthereferral		m	1	1,149				1,149					1,149				1,149
55	Roofing Marketing		m	1	1,750				1,750					1,750				1,750
56	Hollytree Country Club		m	15	1,709		1,709				1,709					1,709		
57	Go Daddy		m	30	96				96				96					96
58	House Mortgage _personal		m	30	10,560				10,560				10,560					10,560
59																		
60																		
61																		
62																		
63																		
64																		
65																		
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97																		

1	Cables Roofing																			
2	RECURRING EXPENSES FOR CASH MANAGEMENT SUMMARY																			
3	Name of Creditor or Type of Recurring Expenditure (DO NOT ENTER ITEMS INCLUDED IN PAYABLES)		DATA ENTRY TABLE			1st Wk Ending	2nd Wk Ending	3rd Wk Ending	4th Wk Ending	5th Wk Ending	6th Wk Ending	7th Wk Ending	8th Wk Ending	9th Wk Ending	10th Wk Ending	11th Wk Ending	12th Wk Ending	13th Wk Ending		
4					Frequency	Day	Amount	9/13/21	9/20/21	9/27/21	10/4/21	10/11/21	10/18/21	10/25/21	11/1/21	11/8/21	11/15/21	11/22/21	11/29/21	12/6/21
5						w = weekly		Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
98																				
99																				
100																				
101																				
102																				
103																				
104																				
105																				
106																				
107																				
108	RECURRING PAYMENT ADJUSTMENT																			
109																				
110	Total Recurring Expenditures excluding Payroll & Payroll Taxes					5,971	10,722	1,231	35,462	10,596	10,722	689	16,059	25,259	5,971	10,722	1,231	40,087		

AR for Cash Flow

Accounting excerpts rows 1–36 | Prior and current weeks | All displayed columns | Original source row numbers at left

1		Receivables -		9/6/21		Prior Week			Receivables -		9/13/21			Current Week		Enter	9/13/21				
2		Name	Inv #	Inv Date	Type	Amount	Date	Name	Inv #	Inv Date	Type	Amount	Date	New Dates							
3		[redacted]	[redacted]	7/9/21	Invoice	5941.39	9/1/21	[redacted]	[redacted]	3/22/21	Invoice	8,152.32	New		To Update:						
4		[redacted]	[redacted]	8/10/21	Invoice	14192.81	New	[redacted]	[redacted]	4/27/21	Invoice	9,167.71	New								
5		[redacted]	[redacted]	8/13/21	Invoice	5397.13	9/1/21	[redacted]	[redacted]	6/10/21	Invoice	16,950.00	New								
6		[redacted]	[redacted]	8/13/21	Invoice	3269.85	9/1/21	[redacted]	[redacted]	6/17/21	Invoice	2,150.00	New								
7		[redacted]	[redacted]	7/15/21	Invoice	11404.14	9/1/21	[redacted]	[redacted]	6/21/21	Invoice	69.91	New								
8		[redacted]	[redacted]	7/16/21	Invoice	5250	9/1/21	[redacted]	[redacted]	6/22/21	Invoice	12,050.90	New								
9		[redacted]	[redacted]	8/16/21	Invoice	3726.34	New	[redacted]	[redacted]	7/9/21	Invoice	5,941.39	9/13/21								
10		[redacted]	[redacted]	7/19/21	Invoice	325.76	New	[redacted]	[redacted]	7/15/21	Invoice	3.00	9/13/21								
11		[redacted]	[redacted]	8/18/21	Invoice	4913.55	New	[redacted]	[redacted]	7/16/21	Invoice	5,250.00	9/13/21								
12		[redacted]	[redacted]	7/20/21	Invoice	42150	New	[redacted]	[redacted]	7/19/21	Invoice	325.76	New								
13		[redacted]	[redacted]	7/21/21	Invoice	20520.35	New	[redacted]	[redacted]	7/20/21	Invoice	42,150.00	New								
14		[redacted]	[redacted]	8/24/21	Invoice	6.02	New	[redacted]	[redacted]	7/21/21	Invoice	20,520.35	New								
15		[redacted]	[redacted]	8/25/21	Invoice	1645	New	[redacted]	[redacted]	7/28/21	Invoice	53,590.00	10/17/21								
16		[redacted]	[redacted]	7/28/21	Invoice	53590	10/17/21	[redacted]	[redacted]	7/28/21	Invoice	22,299.46	10/17/21								
17		[redacted]	[redacted]	7/28/21	Invoice	22299.46	10/17/21	[redacted]	[redacted]	7/28/21	Invoice	13,863.79	10/10/21								
18		[redacted]	[redacted]	7/28/21	Invoice	13863.79	10/10/21	[redacted]	[redacted]	7/28/21	Invoice	2,360.55	10/10/21								
19		[redacted]	[redacted]	7/28/21	Invoice	2360.55	10/10/21	[redacted]	[redacted]	7/28/21	Invoice	8,071.97	10/20/21								
20		[redacted]	[redacted]	7/28/21	Invoice	8071.97	10/20/21	[redacted]	[redacted]	7/28/21	Invoice	1,301.67	10/20/21								
21		[redacted]	[redacted]	7/28/21	Invoice	1301.67	10/20/21	[redacted]	[redacted]	7/28/21	Invoice	6,493.77	9/13/21								
22		[redacted]	[redacted]	7/28/21	Invoice	6493.77	8/30/21	[redacted]	[redacted]	7/28/21	Invoice	1,750.00	New								
23		[redacted]	[redacted]	7/28/21	Invoice	1750	New	[redacted]	[redacted]	7/28/21	Invoice	1,271.00	New								
24		[redacted]	[redacted]	7/28/21	Invoice	1271	New	[redacted]	[redacted]	7/28/21	Invoice	2,700.00	9/21/21								
25		[redacted]	[redacted]	8/27/21	Invoice	3688.50	New	[redacted]	[redacted]	7/28/21	Invoice	10,500.00	9/16/21								
26		[redacted]	[redacted]	8/27/21	Invoice	27500	New	[redacted]	[redacted]	7/28/21	Invoice	4,173.00	10/3/21								
27		[redacted]	[redacted]	8/27/21	Invoice	6855.70	New	[redacted]	[redacted]	7/28/21	Invoice	2,486.41	10/3/21								
28		[redacted]	[redacted]	7/29/21	Invoice	1638.14	New	[redacted]	[redacted]	7/28/21	Invoice	2,000.00	10/3/21								
29		[redacted]	[redacted]	7/29/21	Invoice	9305	New	[redacted]	[redacted]	7/28/21	Invoice	587.50	New								
30		[redacted]	[redacted]	7/29/21	Invoice	9231.50	New	[redacted]	[redacted]	7/28/21	Invoice	7,270.00	New								
31		[redacted]	[redacted]	8/30/21	Invoice	500	New	[redacted]	[redacted]	7/29/21	Invoice	1,638.14	New								
32		[redacted]	[redacted]	8/30/21	Invoice	8986.92	New	[redacted]	[redacted]	7/29/21	Invoice	9,231.50	New								
33		[redacted]	[redacted]	8/30/21	Invoice	10790	New	[redacted]	[redacted]	8/3/21	Invoice	14,269.35	9/27/21								
34		[redacted]	[redacted]	8/31/21	Invoice	4750	New	[redacted]	[redacted]	8/4/21	Invoice	16,367.09	New								
35		[redacted]	[redacted]	9/6/21	Invoice	4361.82	New	[redacted]	[redacted]	8/4/21	Invoice	1,377.85	New								
36		[redacted]	[redacted]	9/6/21	Invoice	9000	New	[redacted]	[redacted]	8/5/21	Invoice	10,500.00	9/27/21								

AP for Cash Flow

Accounting excerpts rows 1–36 | Prior and current weeks | All displayed columns | Original source row numbers at left

1		Accounts Payable -	9/6/21		Prior Week			Accounts Payable -	9/13/21		Current Week			Enter	9/13/21	Wk 1	
2		Vendor	Invoice #	Invoice Date	Type	Amount	Date	Vendor	Invoice #	Invoice Date	Type	Amount	Date	New Dates			
3		[redacted]	[redacted]	9/6/21	Bill	85.25	New	[redacted]	[redacted]	9/6/21	Bill	85.25	9/13/21			To Update:	
4		[redacted]	[redacted]	1/18/21	Bill	2331.23	8/30/21	[redacted]	[redacted]	1/18/21	Bill	1,981.57	9/13/21				
5		[redacted]	[redacted]	1/18/21	Bill	3341.82	8/30/21	[redacted]	[redacted]	1/18/21	Bill	232.07	9/13/21				Export the Unpaid Bills (Open AP Detail) report from the Accounting System to Excel.
6		[redacted]	[redacted]	1/18/21	Bill	6308.52	8/30/21	[redacted]	[redacted]	1/19/21	Bill	185.11	9/13/21				Review Instructions, Row 72 to prepare Customized Report from QuickBooks for direct use.
7		[redacted]	[redacted]	1/18/21	Bill	232.07	8/30/21	[redacted]	[redacted]	1/19/21	Bill	61.03	9/13/21				(NOTE: DO NOT CLICK THE ADVANCE BUTTON IF CURRENT WEEK AREA TO LEFT IS BLANK!
8		[redacted]	[redacted]	1/19/21	Bill	185.11	8/30/21	[redacted]	[redacted]	1/25/21	Bill	39.52	9/13/21				CLICK ONLY ONCE PER UPDATE CYCLE!)
9		[redacted]	[redacted]	1/19/21	Bill	61.03	8/30/21	[redacted]	[redacted]	2/11/21	Bill	712.21	9/13/21				
10		[redacted]	[redacted]	1/25/21	Bill	39.52	8/30/21	[redacted]	[redacted]	2/22/21	Bill	16.78	9/13/21				Dates will appear in column Q for all items that were forecast for the prior week.
11		[redacted]	[redacted]	2/11/21	Bill	712.21	8/30/21	[redacted]	[redacted]	2/23/21	Bill	2,951.59	9/13/21				
12		[redacted]	[redacted]	2/22/21	Bill	16.78	8/30/21	[redacted]	[redacted]	2/24/21	Bill	2,718.99	9/13/21				Items that are new Accounts Payable will display "New" in column Q.
13		[redacted]	[redacted]	2/23/21	Bill	2951.59	8/30/21	[redacted]	[redacted]	2/24/21	Bill	26.91	9/13/21				
14		[redacted]	[redacted]	2/24/21	Bill	2718.99	8/30/21	[redacted]	[redacted]	2/24/21	Bill	216.50	9/13/21				Enter forecast pay dates in column H, AP Forecast Tab, for all New items and for items
15		[redacted]	[redacted]	2/24/21	Bill	26.91	8/30/21	[redacted]	[redacted]	2/24/21	Bill	436.16	9/13/21				needing to be changed.
16		[redacted]	[redacted]	2/24/21	Bill	216.50	8/30/21	[redacted]	[redacted]	2/24/21	Bill	167.79	9/13/21				
17		[redacted]	[redacted]	2/24/21	Bill	436.16	8/30/21	[redacted]	[redacted]	2/24/21	Bill	313.09	9/13/21				An error message (DATE??) will appear in column S and in Column J, AP Forecast Tab, if a date
18		[redacted]	[redacted]	2/24/21	Bill	167.79	8/30/21	[redacted]	[redacted]	2/26/21	Bill	28.71	9/20/21				earlier than the current week is selected.
19		[redacted]	[redacted]	2/24/21	Bill	313.09	8/30/21	[redacted]	[redacted]	3/1/21	Bill	2,376.63	9/20/21				
20		[redacted]	[redacted]	2/26/21	Bill	28.71	9/5/21	[redacted]	[redacted]	3/2/21	Bill	10,454.81	9/20/21				Once forecast, all items will be displayed in the AP forecast, showing the total by week.
21		[redacted]	[redacted]	3/1/21	Bill	2376.63	9/5/21	[redacted]	[redacted]	3/2/21	Bill	4,564.71	9/20/21				

1		Accounts Payable -	9/6/21		Prior Week			Accounts Payable -	9/13/21		Current Week			Enter	9/13/21	Wk 1	
2		Vendor	Invoice #	Invoice Date	Type	Amount	Date	Vendor	Invoice #	Invoice Date	Type	Amount	Date	New Dates			
22		[redacted]	[redacted]	3/2/21	Bill	10454.81	9/5/21	[redacted]	[redacted]	3/4/21	Bill	2,113.04	9/20/21				If any week on Cash Flow & Cash Mgt Tab shows too little cash incoming, identify Payable amount to move and
23		[redacted]	[redacted]	3/2/21	Bill	4564.71	9/5/21	[redacted]	[redacted]	3/4/21	Bill	6,120.56	9/20/21				return to the AP Forecast Tab to adjust the forecast dates. Items moved represent
24		[redacted]	[redacted]	3/4/21	Bill	2113.04	9/5/21	[redacted]	[redacted]	3/11/21	Bill	3,912.29	9/20/21				modified payment actions required.
25		[redacted]	[redacted]	3/4/21	Bill	6120.56	9/5/21	[redacted]	[redacted]	3/12/21	Bill	12,432.85	9/20/21				
26		[redacted]	[redacted]	3/11/21	Bill	3912.29	9/5/21	[redacted]	[redacted]	4/2/21	Bill	2,669.49	10/4/21				Changes must be made on the AP for Cash Flow Tab only.
27		[redacted]	[redacted]	3/12/21	Bill	12432.85	9/5/21	[redacted]	[redacted]	5/28/21	Bill	11,619.66	10/4/21				
28		[redacted]	[redacted]	4/2/21	Bill	2669.49	9/12/21	[redacted]	[redacted]	5/28/21	Bill	5,185.05	10/4/21				
29		[redacted]	[redacted]	5/28/21	Bill	11619.66	9/12/21	[redacted]	[redacted]	5/28/21	Bill	84.63	10/4/21				
30		[redacted]	[redacted]	5/28/21	Bill	5185.05	9/12/21	[redacted]	[redacted]	5/28/21	Bill	91.39	10/4/21				
31		[redacted]	[redacted]	5/28/21	Bill	84.63	9/12/21	[redacted]	[redacted]	5/28/21	Bill	79.11	10/4/21				
32		[redacted]	[redacted]	5/28/21	Bill	91.39	9/12/21	[redacted]	[redacted]	5/28/21	Bill	71.98	10/4/21				
33		[redacted]	[redacted]	5/28/21	Bill	79.11	9/12/21	[redacted]	[redacted]	7/6/21	Bill	1,380.37	10/4/21				
34		[redacted]	[redacted]	5/28/21	Bill	71.98	9/12/21	[redacted]	[redacted]	7/6/21	Bill	27,351.29	10/16/21				
35		[redacted]	[redacted]	7/6/21	Bill	1380.37	9/12/21	[redacted]	[redacted]	7/6/21	Bill	329.37	10/16/21				
36		[redacted]	[redacted]	7/6/21	Bill	27351.29	9/19/21	[redacted]	[redacted]	7/19/21	Bill	5,361.34	10/16/21				

Instructions

All displayed columns fit on this page | Rows continue vertically: 1 of 5

CASH MANAGEMENT SYSTEM INSTRUCTIONS V. 7.1

CORRECTING COMPANY NAME: (ONCE ONLY)

CLICK HERE TO CORRECT NAME

The Cash Management System is designed so that 52 weeks may be forecast, if desired. The Cash Flow & Cash Mgt tab may be used in a 13 week format, or opened to show all 52 weeks. Navigation buttons are provided to change the display. The "Open" button displays all 52 weeks. The "Return to Current" button returns the display to the 13 week format. Additional navigation buttons are provided at the right of the table to display future 13 week periods, one at a time, in the 13 week format.

Initial Setup

On the Cash Flow & Cash Mgt Tab, enter the week ending date (Saturday) for the current week or first week of the forecast--Cell E4 and the opening Bank Balance (prior week ending) in Cell E5. If forecasting the full 52 weeks, be sure to click the "Open" button to display the full 52 weeks on the Cash Flow & Cash Mgt Tab. Once forecasts are completed, the display can be returned to the primary 13 week period. If an active LOC is to be included, enter the Maximum Available in D6 and the Current Balance in E6.

Open the "Recurring" Tab--Medium Blue.

In the Payroll Section, enter the Gross Payroll amount, the frequency and the day of the month on which the next payroll for that line will occur.

Amounts for different payroll groups or Pay cycles may be entered. Use the remaining line for Company Paid Taxes. Weekly, enter "w" for Frequency and the amount. Monthly, enter "m" for Frequency and the day of the month for the first payment. Bi-Weekly uses a special table in columns "V" and "W" -- enter "b" for Frequency, the amount, and the indicated dates in the table at V10 (see notes at the table). **Forecast Payroll beyond week 13 in total, beginning in V5 through week 52.**

In the Expense Section, enter each regularly recurring expense **that does not normally appear as a trade payable on the Accounts Payable Listing.** **Forecast expenses beyond week 13 in total, beginning in V7 through week 52.**

Indicate the normal amount, frequency and day of the month on which the next payment is required.

Entries on this Tab should be modified anytime a change occurs in the amount, a new item arises or an item is discontinued.

Note: One time expense items or items with irregular timing or amounts should be entered directly on the Cash Flow & Cash Mgt Tab (Rows 21 to 30)---which is also the summary Tab for the system.

Entries on the Recurring Tab are summarized and brought over in total to the Cash Flow & Cash Mgt Tab, Row 19.

Instructions

All displayed columns fit on this page | Rows continue vertically: 2 of 5

Entering Accounts Receivable the First Time.

Accounts Receivable are entered by exporting the "Open Accounts Receivable" report from the accounting System to Excel and importing it into this system as described below.

Data may be imported from any accounting system so long as the data can be exported into Excel and organized as described below. Export to a stand alone workbook, re-organize the data if required (see report requirements in box to right) and paste it into the Import AR tab for final preparation.

In QuickBooks, the Report is called Open Invoices Report. Modify the report to include Name, Invoice #, Inv. Date, Type and Open Balance, **in that order**.

EVERY ITEM MUST HAVE AN INVOICE NUMBER IN ORDER FOR THE SYSTEM TO MATCH AND CARRY FORWARD FORECAST DATES FOR THE ITEM.

Export the report. On the Basic Tab in the QuickBooks Export Menu--uncheck the "Include a new worksheet...." box. Select the Advanced Tab and uncheck the "space between columns" box, check the "Auto Filter" box.

The most recent versions of QuickBooks and Excel frequently are unable to export to a worksheet within a workbook, so it best to export to a standalone worksheet and paste into the template from there. SEE DISCUSSION BELOW ABOUT USE OF THE IMPORT AR AND IMPORT AP TABS.

Export to a new workbook. In the exported Excel worksheet, verify that the appropriate columns are included and in the required order. Select the Filter above the Type column and select "Invoice." This will condense the report to only those rows that contain open invoices--eliminating credit lines, total lines, etc.

NOTE: Verify that only the five columns specified above and shown in the headings L2 to L6 on the AR for Cash Flow Tab are included and in the correct order.

Highlight and copy all data (below the headings, from the Name to the Open Balance Columns and to the end of live data). Open the AR for Cash Flow Tab and **Paste Special** **"Values"** into Cell L3 to bring the data into this tab.

NOTE: While the data is still highlighted, scroll to the bottom of the data and be sure all is contained in the box. If not, click the Undo button. Data quantity must be reduced or items exceeding the designated row will not appear in the forecast. The table capacity is 10,000 items.

THE FIRST TIME ACCOUNTS RECEIVABLES ARE IMPORTED, ALL ITEMS ON THE AR FOR FORECAST TAB WILL SHOW NEW IN COLUMN Q.



QUICKBOOKS REPORT SETUP DETAILS

In the Reports menu, Select "Customers & Receivables" -- then select "Open Invoices." The Standard Report will be generated.

Select "Customize Report" (Upper left button) and in the menu box, uncheck everything but, Type, Date, Number, Name and Open Balance -- (Checking each of these 5 items as you go). Click "OK."

The report showing only the chosen fields will be displayed. Drag headings into the required Order -- Name, Number, Date, Type and Open Balance.

From the Excel dropdown at the top, Select "Create a New Worksheet." Verify that the radio buttons for "Create new workbook" and "in a new workbook" are selected.

Click on the Advanced Button and uncheck "Space Between columns," Check "Auto Filtering," Uncheck "Include QuickBooks Export Guide worksheet" and click OK.

Save the exported Excel file with a File, Save As and name it for the date or other unique name. Then return to QuickBooks.

Click the "Memorize" button, Give the report a Name and check "Save in Memorized Report Group." Thereafter, go to the Memorized Report Group on the Reports menu and select this custom report for subsequent updating of Cash Management.

Filter "Type" as indicated in the instructions to the left. Copy only the designated 5 columns and "Paste Special" **"Values"** into the Designated area on the AR for Cash Flow Tab.

Instructions

All displayed columns fit on this page | Rows continue vertically: 3 of 5

On the **AR Forecast** Tab, Use Column H to enter the expected receipt date for each invoice. Note: This is required on every item only the first time. Thereafter, updates will be made as described below.

NOTE: Any date entered into column H that is earlier than the current week will cause an error message to appear in the adjacent column. "DATE??" Signifying that the entered date is already past. Enter a new date that falls in the current week or a future period and continue.

Once entries are complete, review the AR Forecast Tab. All projections are displayed under the proper week and totaled at the top for transfer to the Cash Flow Summary--appearing on Row 10.

Using Cost of Goods % to Forecast AP: The AR Forecast Tab provides an Input row (Row 5) for entry of a Cost of Goods %. This percentage will be applied to the weekly forecast revenue and reflected on the Estimated Cost of Goods row (Row 5) on the AP Forecast Tab. **NOTE: The Cost of Goods % used will normally need to be modified to exclude Payroll items, and items included in other recurring expenses on the Recurring Expense Tab and not normally reflected in AP. This % will be applied to each week's AR forecast. If AP does not consistently average the C of G %, it will need to be forecast directly on Row 4.** The Cost of Goods amount calculated from the C of G % is not automatically added to the AP forecast, but must be reviewed entered on Row 4 if it is to be used as the forecast amount.

Entering Accounts Payable the First Time.

Importing Accounts Payable follows the same steps as described for AR above.

Accounts Payable are entered by exporting the "Open Accounts Payable" report from the accounting System to Excel and importing it into this system as described below.

Data may be imported from any accounting system so long as the data can be exported into Excel and organized as described below. Export to a stand alone workbook, re-organize the data as required and paste it into the AP for Cash Flow tab.

In QuickBooks, the Report is called Unpaid Bills Detail Report. Modify the report to include Name, Invoice #, Invoice Date, Type and Open Balance, **in that order**.

EVERY ITEM MUST HAVE AN INVOICE NUMBER IN ORDER FOR THE SYSTEM TO MATCH AND CARRY FORWARD FORECAST DATES FOR THE ITEM.

Export the report. On the Basic Tab in the QuickBooks Export Menu--uncheck the "Include a new worksheet..." box. Select the Advanced Tab and uncheck the "space between columns" box, check the "Auto Filter" box.

Recent versions of QuickBooks and Excel often are unable to map directly to a Tab in and existing workbook. It is best to export to a standalone workbook for final preparation of the data for the template. SEE DISCUSSION BELOW FOR USE OF THE IMPORT AR AND IMPORT AP TABS.



QUICKBOOKS REPORT SETUP DETAILS

In the Reports menu, Select "Vendors & Payables" -- then select "Unpaid Bills Details." The Standard Report will be generated.

Select "Customize Report" (Upper left button) and in the menu box, uncheck everything but, Type, Date, Number, Name and Open Balance -- (Checking each of these 5 items as you go). Click "OK."

The report showing only the chosen fields will be displayed. Drag headings into the required Order -- Name, Number, Date, Type and Open Balance.

From the Excel dropdown at the top, Select "Create a New Worksheet." Verify that the radio buttons for "Create new workbook" and "in a new workbook" are selected.

Click on the Advanced Button and uncheck "Space Between columns," Check "Auto Filtering," Uncheck "Include QuickBooks Export Guide worksheet" and click OK.

Instructions

All displayed columns fit on this page | Rows continue vertically: 4 of 5

Export to a new workbook. In the exported Excel worksheet, verify that the appropriate columns are included and in the required order. Select the Filter above the Type column and select "bill." This will condense the report to only those rows that contain open invoices--eliminating credit lines, total lines, etc.

NOTE: Verify that only the five columns specified above and shown in the headings L2 to L6 on the AP for Cash Flow Tab are included and in the correct order. Vendor Name, Invoice #, Invoice Date, Type and Amount)

Highlight and copy all data (below the headings, from the Name to the Open Balance Columns and to the end of live data). Open the AP for Cash Flow Tab and "**Paste Special**" "**Values**" into Cell L3 to bring the data into this tab.

NOTE: While the data is still highlighted, scroll to the bottom of the data and be sure all is contained in the box. If not, click the Undo button. Data quantity must be reduced or items exceeding the designated row will not appear in the forecast. The table capacity is 10,000 items.

THE FIRST TIME ACCOUNTS PAYABLE ARE ENTERED, ALL ITEMS ON THE AP FORECAST TAB WILL SHOW NEW IN COLUMN H.

On the **AP Forecast** Tab, Use Column H to enter the expected pay date for each invoice.
Note: This is required on every item only the first time. Thereafter, updates will be made as described below.

NOTE: Any date entered into column H that is earlier than the current week will cause an error message to appear in the adjacent column. "DATE??" Signifying that the entered date is already past. Enter a new date that falls in the current week or a future period and continue.

Once entries are complete, review the AP Forecast Tab. All projections are displayed under the proper week and totaled at the top for transfer to the Cash Flow Summary--appearing in Row 20.

CONFIGURE THE ADGL CALCULATIONS.

Enter the number of day in the work week in G64 on the Cash Flow & Cash Mgt tab.

Enter the ADGL baseline in C64. The ADGL baseline is calculated from your initial cash flow without initiatives, engagement costs or funding. The ADGL baseline is calculated as the (Ending Cash Balance minus the Beginning Cash Balance) Divided by the number of weeks in the CASH FLOW divided by the number of work days in the week C63.

Enter the ADGL Goal in E63. The ADGL Goal is calculated as the Projected Net Profit Goal in the VEP divided by 52 weeks in the year divided by the number of working days in the week C63.

Save the exported Excel file with a File, Save As and name it for the date or other unique name. Then return to QuickBooks.

Click the "Memorize" button, Give the report a Name and check "Save in Memorized Report Group." Thereafter, go to the Memorized Report Group on the Reports menu and select this custom report for subsequent updating of Cash Management.

Filter "Type" as indicated in the instructions to the left. Copy only the designated 5 columns and "Paste Special" "Values" into the Designated area on the AP for Cash Flow Tab.

Instructions

All displayed columns fit on this page | Rows continue vertically: 5 of 5

The sheet will calculate the current week's ADGL in E64.

SETUP THE ADGL TAB

CONFIDENCE

All displayed columns fit on this page

Manually enter "Confidence Percentage" from the Cash Flow & Cash Mgt cell N107, in row 4 by week

[illegible]

ADGL

All displayed columns fit on this page

Manually Enter C4 at beginning of project, then enter information from the ADGL section on the Cash Flow Tab

[illegible]

% GOOD MONEY

All displayed columns fit on this page

Cables Roofing

	10-Jul-21	17-Jul-21	24-Jul-21	31-Jul-21	7-Aug-21	14-Aug-21	21-Aug-21	28-Aug-21	4-Sep-21	11-Sep-21	18-Sep-21	25-Sep-21	2-Oct-21
	Week #1	Week #2	Week #3	Week #4	Week #5	Week # 6	Week #7	Week #8	Week #9	Week #10	Week #11	Week #12	Week #13
WEEKLY INVOICE	\$20,552	\$21,500	\$21,900	\$21,700	\$21,650	\$21,760	\$11,500	\$11,500	\$21,700	\$21,700			
TOTAL INVOICES TO DATE	\$20,552	\$42,052	\$63,952	\$85,652	\$107,302	\$129,062	\$140,562	\$152,062	\$173,762	\$195,462	\$195,462	\$195,462	\$195,462
payments 1ST WEEK	\$20,552												
2ND WEEK		\$21,500											
3RD WEEK			\$21,900										
4TH WEEK				\$21,700									
5TH WEEK					\$11,650								
6TH WEEK						\$10,000							
7TH WEEK							\$11,760						
8TH WEEK								\$10,000					
9TH WEEK									\$11,500				
10TH WEEK										\$11,500			
11TH WEEK											\$11,700		
12TH WEEK												\$10,000	\$21,700
TOTAL PAID TO DATE	\$20,552	\$42,052	\$63,952	\$85,652	\$97,302	\$107,302	\$119,062	\$129,062	\$140,562	\$152,062	\$163,762	\$173,762	\$195,462
% GOOD MONEY- PAID TO DATE	100%	100%	100%	100%	91%	83%	85%	85%	81%	78%	84%	89%	100%