

## Cash Flow Checklist—Sample Process

### **MONDAY:** *Update prior week's actual*

- Copy prior week's tab and rename tab with the current week-ending date.
- Update previous week actual sales, cash receipts, and cash disbursement
- Tie out ending cash balance on trial balance to 13-WCF
- Update sales projection with the prior week's actual results and updated sales info, if any
- Update 13-week cash flow worksheet

### **TUESDAY:** *Forecast Focus*

- Re-forecast next 13 weeks of cash payments by Tuesday PM
- Update current week's payroll
- Review accounts aging receivable - any opportunities for collections?
- Look at accounts payable - what's coming up and when?
- Publish prelim 13-Week Cash Flow

### **WEDNESDAY:** *Review and Finalize*

- Do final review of forecasts
- Add actual payroll (every other week)
- Publish formal updated 13 Week Cash Flow and distribute to: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- Save in .pdf to network drive



*Jon Verbeck*



**Jon Verbeck**  
*Managing Director*

Verbeck Associates, LLC  
Cazenovia, New York

(315) 243-3074 direct

[jonv@verbeckassociates.com](mailto:jonv@verbeckassociates.com)  
[www.verbeckassociates.com](http://www.verbeckassociates.com)