

Cashflow Discipline Checklist

- Track Daily Cash Balance: Record starting and ending balances each day.
- Review A/R Aging Weekly: Identify invoices over 30, 60, and 90 days past due.
- Set Weekly Cash Forecast: Project cash inflows and outflows for the next 7 days.
- Implement a Payment Follow-Up Plan: Schedule reminder emails or calls for overdue accounts.
- Maintain a Cash Reserve: Ensure at least 1 month of operating expenses in a separate account.
- Review Major Expense Categories: Analyze top 5 expense categories monthly for cost-saving opportunities.
- Negotiate Payment Terms: Renegotiate with key suppliers to extend payables from net 30 to net 45+.
- Monitor Profit Margins Weekly: Compare actual margins to budgeted targets and adjust pricing or costs.
- Automate Invoicing: Send invoices immediately upon delivery of goods or services.
- Set Financial Discipline Cadence: Hold a 15-minute weekly finance huddle to review KPIs and action items.

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