

---

# CONTENTS

	INTRODUCTION	ix
<i>Chapter 1</i>	MANAGING FINANCIAL DATA: THE DATA BANK	1
<i>Chapter 2</i>	CREATING THE DATA BANK MACROS AND ENTERING YOUR DATA	35
<i>Chapter 3</i>	HOW TO MONITOR ACCOUNTS RECEIVABLE	79
<i>Chapter 4</i>	ECONOMIC ORDER QUANTITIES WITH PRICE BREAKS FOR QUANTITY PURCHASES	99
<i>Chapter 5</i>	MONITORING ACCOUNTS PAYABLE	119
<i>Chapter 6</i>	REPORTING CASH FLOWS	141
<i>Chapter 7</i>	SCHEDULING YOUR CASH REQUIREMENTS	163
<i>Chapter 8</i>	CREATING A SYSTEM FOR MONTHLY AMORTIZATION SCHEDULES	177
<i>Chapter 9</i>	SUMMARIZING SALES AND CALCULATING VARIANCES	203
<i>Chapter 10</i>	BREAK-EVEN ANALYSIS	215
<i>Chapter 11</i>	FORECASTING FINANCIAL DISTRESS WITH Z SCORES	235
<i>Chapter 12</i>	ACHIEVING GROWTH THROUGH PERFORMANCE: THE SUSTAINABLE GROWTH EQUATION	253
<i>Chapter 13</i>	MANAGEMENT REPORTING WITH MINI GRAPHS	269

<i>Chapter 14</i>	USING TIME SERIES ANALYSIS FOR SALES FORECASTING	301
<i>Chapter 15</i>	SALES FORECASTING WITHOUT STATISTICS	339
<i>Chapter 16</i>	FORECASTING CASH FLOW AND OTHER FINANCIALS	359
<i>Appendix A</i>	THE DATA AND FORMULAS FOR THE DATA BANK	389
<i>Appendix B</i>	COLUMN RESET MACRO FOR 1-2-3 VERSION 1A	407
<i>Appendix C</i>	UPDATING @SUM FORMULAS WITH VERSION 1A	409
<i>Appendix D</i>	DERIVATION OF THE FINANCIAL PLANNING EQUATION	415
	INDEX	417