



## *At A Glance Schedule*

Build regularly scheduled time into your week and month to review the numbers. If this means producing a set of reports the same day each week and month, put it into your calendar. If it means a regularly scheduled meeting with your financial advisor, this is a good idea as well.

Here is a simple review schedule that works for me:

Frequency	Report/metric name	Looking for
Weekly	Accounts Receivables Aging	Money due to company, late customers who need a reminder
Weekly	Account Balance	Available cash for bills and investment
Weekly	Accounts Payable Aging	Who needs to be paid, who we are spending a lot of money with
Monthly	Sales	Progress in sales, revenue generated, performance against forecast, inventory requirements. (Are we running low on any particular product?)
Quarterly	Gross Margin	Gross margin percentage actually earned compared with what we had forecast in our plan. Are the sales and production prices in sync? Are transit costs under control?
Quarterly	Net Margin	What is your net margin percentage compared with your forecasted net margin percentage? Determine if business is scaling. Are expenses in line with growth?
Yearly	Revenue, Gross and Net margins	Is business on plan? Multiples of transactions of similar businesses in our markets.