

myfastfinancials

Lite Version User Guide

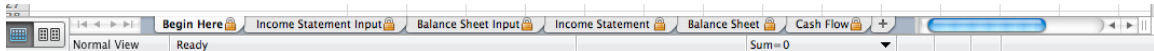
Getting Started

Platform

MyFASTFinancials Pro is a spreadsheet template built for Microsoft Excel. You need not own the latest edition of MS-Excel. It will run on at least the last two versions. The template *may* run on other platforms (i.e. Open Office or Google Docs) that will load an .xls file – but we support its use only on MS-Excel.

MyFASTFinancials Spreadsheet Structure

The spreadsheet is organized into 6 worksheets, each of which is a separate tab. You will see something like this.



Typically you will not see all 6 tabs, but you can scroll through them with the arrows on the left.

3 Input Worksheets

MyFASTFinancials Lite uses 3 input worksheets where you will enter your venture's data.

1. Begin Here
2. Income Statement Input
3. Balance Sheet Input

3 Financial Statement Outputs

From those inputs, the template automatically produces 3 financial statements.

1. Income Statement
2. Balance Sheet
3. Cash Flow

Color Coded and Protected Cell Input

The cells you need to input are colored light blue. All other cells are protected from input. If you were to change the data in other cells, you could likely break the automatic linkages between worksheets.

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Input Worksheets

1. Begin Here

Here you Input your company name, starting year, and names for your revenue and cost of sales accounts (for those who want to name them something other than “revenue” and “cost of sales”).

Also enter the average number of days you believe it will take to collect from your customers, and the average number of days you will take to pay your vendors. For example, if you receive cash (or immediate credit card payment) for a sale, just enter “0”. If you usually pay somewhere around 15 days after getting an invoice, enter “15”. These answers will help determine your cash flow. Your answers don’t need to be precise – don’t overthink them - just come close!

260 Labs	Please enter Company Name
2011	Please enter first year for pro forma
Revenue	Please enter name of revenue sources (optional)
Cost of Sales	Please enter name of cost of sales (optional)
	Please enter beginning cash
	Please enter # days on average it will take to collect from customers
	Please enter # days on average it will take for you to pay vendors

2. Income Statement Input

Enter your monthly Revenue and COS (cost of sales), Expenses, Depreciation and Amortization, and Interest on debt

	2011	1	2	3	4	5	6	7	8	9	10	11	12	Total
Revenue														
Total Revenues	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cost of Sales														
Gross Profit	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Expenses														
Rent/Lease														
Telephone & Utilities														
Payroll														
General Operations														
Professional Fees														
Marketing & Advertising														
Travel														
Other expenses														
Total Expenses	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EBITDA	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Depreciation/Amortization														
Interest														
Profit/Loss Before Taxes	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Income Taxes	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Net Profit/Loss	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

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3. Balance Sheet Input

Here you will information about your venture's assets and liabilities.

MYFASTFinancials will fill in some figures automatically, but you will need to fill in the expected *year end* balances for all other accounts for all three years.

260 Labs				
Pro Forma Balance Sheet				
5/29/11				
	2011		2012	
	31-Dec		31-Dec	
				2013
				31-Dec
Assets				
Cash & Equivalents	\$ -		\$ -	\$ -
Accounts Receivable	\$ -		\$ -	\$ -
Inventory				
Equipment				
Facilities				
Total Assets	\$ -		\$ -	\$ -
Liabilities				
Accounts Payable	\$ -		\$ -	\$ -
Line of Credit/Loans/Debts				
Total Liabilities	\$ -		\$ -	\$ -
Equity Investments				
Retained Earnings	\$ -		\$ -	\$ -
Total Equity	\$ -		\$ -	\$ -
Total Liabilities/Equity	\$ -		\$ -	\$ -

Your entries will be combined with the calculated Cash and Retained Earnings balances and posted to your Balance Sheet.

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Output Worksheets

1. Income Statement

The Income Statement presents a simple summary for all three years.

260 Labs			
Pro Forma Income Statement			
5/29/11			
	2011 Total	2012 Total	2013 Total
Revenues			
Revenue	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -
Cost of Sales	\$ -	\$ -	\$ -
Gross Profit	\$ -	\$ -	\$ -
Expenses			
Rent/Lease	\$ -	\$ -	\$ -
Telephone & Utilities	\$ -	\$ -	\$ -
Payroll	\$ -	\$ -	\$ -
General Operations	\$ -	\$ -	\$ -
Professional Fees	\$ -	\$ -	\$ -
Marketing & Advertising	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
Other expenses	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -
EBITDA	\$ -	\$ -	\$ -
Depreciation/Amortization	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -
Profit/Loss Before Taxes	\$ -	\$ -	\$ -
Income Taxes	\$ -	\$ -	\$ -
Net Profit/Loss	\$ -	\$ -	\$ -

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2. Balance Sheet

The Balance Sheet presents year end data for all three years.

260 Labs							
Pro Forma Balance Sheet							
5/29/11							
		2011		2012		2013	
		31-Dec		31-Dec		31-Dec	
Assets							
	Cash & Equivalents	\$	-	\$	-	\$	-
	Accounts Receivable	\$	-	\$	-	\$	-
	Inventory	\$	-	\$	-	\$	-
	Equipment	\$	-	\$	-	\$	-
	Facilities	\$	-	\$	-	\$	-
	Total Assets	\$	-	\$	-	\$	-
Liabilities							
	Accounts Payable	\$	-	\$	-	\$	-
	Line of Credit/Loans/Debts	\$	-	\$	-	\$	-
	Total Liabilities	\$	-	\$	-	\$	-
	Equity Investments	\$	-	\$	-	\$	-
	Retained Earnings	\$	-	\$	-	\$	-
	Total Equity	\$	-	\$	-	\$	-
	Total Liabilities/Equity	\$	-	\$	-	\$	-

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5. Cash Flow

This worksheet presents a standard Statement of Cash flow. All numbers for the year end cash flow activity are automatically calculated from your Income Statement and Balance Sheet inputs.

260 Labs				
Pro Forma Statement of Cash Flow				
5/29/11				
	2011	2012	2013	
	31-Dec	31-Dec	31-Dec	
OPERATING ACTIVITIES				
Net Profit/Loss	\$ -	\$ -	\$ -	
Adjustments to reconcile Net Profit/Loss to Net Cash provided				
Accounts Receivable	\$ -	\$ -	\$ -	
Inventory	\$ -	\$ -	\$ -	
Accounts Payable	\$ -	\$ -	\$ -	
Net cash Operating	\$ -	\$ -	\$ -	
INVESTING ACTIVITIES				
Equipment	\$ -	\$ -	\$ -	
Facilities	\$ -	\$ -	\$ -	
Equity Investments	\$ -	\$ -	\$ -	
Net cash Investing	\$ -	\$ -	\$ -	
FINANCING ACTIVITIES				
Line of Credit/Loans/Debts	\$ -	\$ -	\$ -	
Net cash Financing	\$ -	\$ -	\$ -	
Net cash change for period	\$ -	\$ -	\$ -	
Cash at beginning of period	\$ -	\$ -	\$ -	
Cash at end of period	\$ -	\$ -	\$ -	

THANK YOU for using MyFASTFinancials!