How to fill in the planner

A first-timer's 1-2-3 to your first real forecast · about 10 minutes

The planner opens with a **sample food truck** already filled in, so you can see how it works. When you're ready, you replace those numbers with your own. Here is the order to do it in — you do not need accounting experience, and rough numbers are fine.

> **First, clear the example.** At the top of the tool, click **"Clear Example Numbers."** The sample truck disappears and the planner is yours. · Don't have your numbers handy? **Print the prep sheet first** and gather them, then come back.

1 Set your starting position

STARTING POSITION PANEL

Fill the four boxes at the top. This is where every week begins, so start here.

Beginning cash — money in your account today **Minimum cash cushion** — your warning line
Initial sales-tax locked — tax you're holding, not yours **Initial repair reserve** — set aside for breakdowns

Not sure what "usable cash today" means? It's your balance minus the sales tax you owe and any payment about to clear. The prep sheet works this out for you.

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2 Fill in a week or two of real numbers

WEEKLY DETAIL → "EDIT"

Find **Week 1** in the Weekly Detail table and click **Edit**. Put in the money coming in and going out that week, then do the same for Week 2. You do not have to fill all 13 weeks to get a useful picture — start with the next week or two you can actually see coming.

Enter money in the week it lands in your account, not the day you earned it. Card deposits usually show up a day or two after you serve.

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3 Read your lowest cash week first

RESULT TILES + ALERTS, AT THE TOP

As soon as you enter numbers, the planner updates itself. Don't read all 13 weeks. Look at the four tiles and the **Alerts** list, in this order:

Lowest projected cash
Your tightest week. If it dips below your cushion, that week is your first problem to fix.

Weeks below cushion
How many weeks fall under your warning line. Zero is the goal.

Protected sales tax
Money you're holding for the state. Never spend it — it's kept out of your usable cash.

A red or "Below reserve" week isn't a failure — it's an early warning, found while you can still move a bill or a purchase.

That's a useful first forecast. Improve it as real numbers come in — book an event, pay a bill, come back and update the week. The planner never stores your numbers, so keep your own copy with **Export 13-Week XLSX** or **Download PDF Summary**.