

## Cashflow Management SOP (Amazon store)

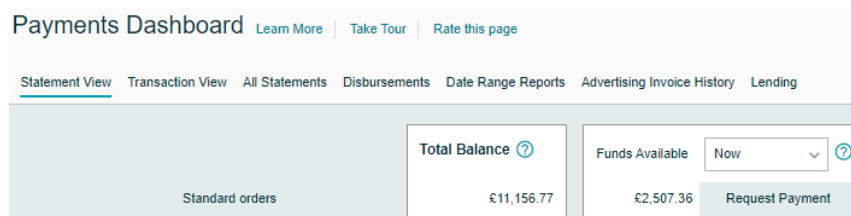
- Assumes disbursement every 2 weeks.
- Please note - logins not included here for security

### 1. Determine Funds in Hand

- a. Log into bank accounts (Starling, Halifax).  
Record cash balances less pending payments
- b. Log into credit card accounts (COT, AMex).  
Record credit balances available less pending payments

### 2. Add Forecast Cash Inflows

- a. Log into Seller Central/Reports/Payments
- b. Record funds available to disburse



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Standard orders	<b>Total Balance</b> ⓘ £11,156.77	<b>Funds Available</b> ⓘ Now £2,507.36 <a href="#">Request Payment</a>
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### 3. Subtract Forecast Cash Outflow (payments due in next 2 weeks)

- a. Log into credit card accounts (COT, AMex).  
Record full balances due and dates
- b. Check monthly expenses sheet (Log of all our regular payments including salaries, subscriptions, utilities etc). Record total of regular payments, amounts and due dates
- c. Collate supplier invoices and record credit balances are due

### 4. Subtract unexpected expenses buffer = £500

**Final balance = maximum funds available for purchases**