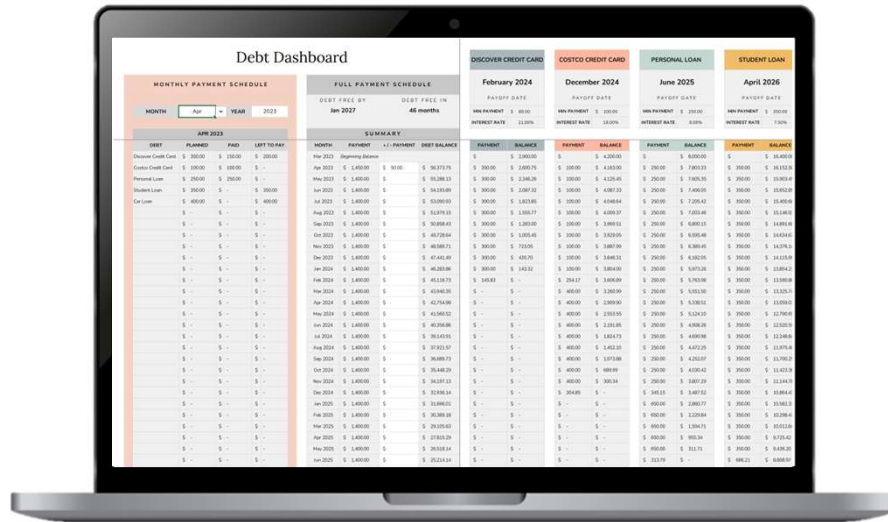


## DEBT SNOWBALL - EXCEL INSTRUCTIONS



### Important Notes

1. This file works best with the fonts it was designed. You can download the free font files LORA and NUNITO by clicking the links on the **Instruction Tab**.
2. This file will only allow you to access cells that should be modified. This ensures no accidental changes are made to formulas that do automatic calculations.
3. Your creditors' calculation of interest and the template's calculation may vary slightly – this is likely due to small differences in allocations by month or other fees that your creditor is including in an APR. As long as you enter accurate minimum payments, these interest differences will have no impact on your debt repayment plan.
4. You can input any type of debt into this template, including credit cards, loans, bills with payment plans (ex: medical bills), etc. However, with credit cards, you should not input any credit card that you use on a regular basis for expenses – only credit cards where you are carrying a balance that you want to pay down. This template works best for debts with balances that will not increase.

# What is the Debt Snowball Method?

The "snowball method," simply put, is paying off your debts in order from the smallest balance to the largest. It has three simple steps:

1. List debts from smallest to largest.
2. Make minimum payments on all debts except the smallest. On the smallest debt, pay as much as you can, using what's left after paying the minimum payments on all your other debts.
3. Once the smallest debt is gone, take its payment and apply it to the next smallest debt while still making minimum payments on the balance of debts. Repeat this until you've paid off all debts.

This method is called the "Debt Snowball" because as you roll the money used from the smallest balance to the next on your list, the amount "snowballs" and gets larger and larger and the rate of the debt that is reduced is accelerated.

This template will do all the calculations for you and let you know what you need to pay towards each debt each month – taking the prep and guess work out of it!

## The 4 Tabs

This spreadsheet includes a total of 4 tabs. You can toggle between tabs by clicking the tab buttons at the bottom of the spreadsheet.

**INSTRUCTIONS TAB** | This tab links you to step-by-step instructions.

**SETUP** | On this tab you'll list your debts and get a preview of your debt balance outlook over time, including your debt free date. You'll also be able to enter your preferred currency and a date for the start of your payments.

**DEBT DASHBOARD** | This is the core information tab of your debt snowball template. It will take all your inputs and do all calculations automatically! The Debt Dashboard will show you your payment schedule by month, overall, and for each debt. The monthly payment schedule will also show you what you've paid towards your debts based on your logged payments, so you can make sure you make all payments in time!

**PAYMENT LOG** | This is where you will log all your debt payments. Inputs from the Payment Log will automatically flow to your Debt Dashboard.

## Setup Tab Instructions

### STEP 1 | SELECT CURRENCY

The default currency is \$.

If you'd like to change the currency, simply enter your preferred currency symbol. That will automatically change the currency throughout the spreadsheet.

CURRENCY	
Enter preferred currency symbol →	\$

## STEP 2 | SELECT REPAYMENT START DATE

Your repayment start date is the month and year you'd like the template to start the repayment plan – or said differently, it is the first month you plan to make payments with the debt snowball method. You can enter this as (MM/01/YYYY) and the template will automatically covert it for you.

*Example:* Entering 04/01/2023 automatically converts to “Apr 2023.”

REPAYMENT START	
Enter repayment start date (MM/DD/YYYY) →	Apr 2023

## STEP 3 | SET AVAILABLE MONTHLY PAYMENT

Enter the total amount you plan to pay towards your debts each month. This is “what’s left” after you pay all your other monthly obligations like savings, bills and expenses.

Your available monthly payment needs to at least equal your minimum payments, and ideally will be higher. If your available monthly payment is too low (lower than your total minimum payments) then the template will alert you.

It is okay if this is an average - you will have the opportunity to adjust this monthly payment up or down each month on the Debt Dashboard.

AVAILABLE MONTHLY PAYMENT
Enter the <u>total amount</u> you plan to pay towards your debts each month ↓
1,400.00

## STEP 4 | ENTER YOUR DEBT INFORMATION

You can enter up to 30 debts. For each debt, you'll enter:

- **NAME** | This is a name for your debt. You can name each debt whatever makes sense to you. This name will be used throughout the template.
- **BEGINNING BALANCE** | This is the current balance of your debt. You'll want this balance to reflect any payments that are due before you begin the debt snowball method. (For example, if you are starting the debt snowball in April 2023, you should use the balance after you make any payments due in March 2023.)
- **MINIMUM PAYMENT** | This is set by your creditor and is the minimum amount you can pay to keep your account in good standing. For loans, this is the monthly loan payment agreed to at the start of the loan.
- **ANNUAL INTEREST** | This is also set by your creditor and is the annual rate charged for a loan or on a balance. Make sure you enter the annual rate and not a monthly rate.

STARTING DEBT SETUP					
NAME	BEGINNING BALANCE	MINIMUM PAYMENT	ANNUAL INTEREST	CREDITOR	NOTES
Costco Credit Card	\$ 4,200.00	\$ 100.00	18.00%	Citi	
Personal Loan	\$ 8,000.00	\$ 250.00	8.00%	Lending Club	
Discover Credit Card	\$ 2,900.00	\$ 80.00	21.00%	Discover	
Student Loan	\$ 16,400.00	\$ 350.00	7.50%	Mohela	
Car Loan	\$ 26,000.00	\$ 400.00	2.50%	Subaru	
	\$	\$			

# Debt Dashboard Instructions

## MONTHLY PAYMENT SCHEDULE

The monthly payment schedule portion of the Debt Dashboard will show you what you need to pay towards each debt by month. Simply select the month and year you want to view, and the template will automatically pull up those payments.

The monthly payment schedule will also automatically reflect any payments you log in the Payment Log. (More on the Payment Log on page 5.)

## FULL PAYMENT SCHEDULE

The full payment schedule portion of the Debt Dashboard will show you a summary of all payments you'll make over the course of paying off your debt.

This is also where you can adjust your monthly payments up or down from the "Available Monthly Payment" you set in the Setup tab.

You'll see your "Available Monthly Payment" from the Setup tab has carried over to the "PAYMENT" column in the Debt Dashboard. If you have extra funds to go towards debt payment for the month, you'll enter that extra amount in the "+ / - PAYMENT" column. (In the example pictured below, I had an extra \$50 in the month of April.) Adding that amount will adjust your total month payment in the "PAYMENT" column.

If your monthly obligations came in higher than you expected and you don't have as much to put towards your debts, you can also lower your payment by entering a negative number in the "+ / - PAYMENT" column. Just make sure to include a negative symbol. (Example: -\$100 .) The spreadsheet will automatically adjust your debt balances, pay-off dates, and other calculations.

## INDIVIDUAL DEBTS PAYMENT SCHEDULE

The Debt Dashboard also shows a detailed view of the payment schedule for each of your debts. Your debts will be listed in the order they'll be paid off with the debt snowball.

### Debt Dashboard

MONTHLY PAYMENT SCHEDULE				FULL PAYMENT SCHEDULE				DISCOVER CREDIT CARD		COSTCO CREDIT CARD	
MONTH		Apr	YEAR	2023	DEBT FREE BY	DEBT FREE IN	February 2024		December 2024		
					Jan 2027	46 months	PAYOFF DATE		PAYOFF DATE		
							MIN PAYMENT	\$ 80.00	MIN PAYMENT	\$ 100.00	
							INTEREST RATE	21.00%	INTEREST RATE	18.00%	
APR 2023				SUMMARY				PAYMENT		BALANCE	
DEBT	PLANNED	PAID	LEFT TO PAY	MONTH	PAYMENT	+ / - PAYMENT	DEBT BALANCE	PAYMENT	BALANCE	PAYMENT	BALANCE
Discover Credit Card	\$ 350.00	\$ 150.00	\$ 200.00	Mar 2023	Beginning Balance			\$	\$ 2,900.00	\$	\$ 4,200.00
Costco Credit Card	\$ 100.00	\$ 100.00	\$ -	Apr 2023	\$ 1,450.00	\$ 50.00	\$ 56,373.75	\$ 350.00	\$ 2,600.75	\$ 100.00	\$ 4,163.00
Personal Loan	\$ 250.00	\$ 250.00	\$ -	May 2023	\$ 1,400.00	\$	\$ 55,288.13	\$ 300.00	\$ 2,346.26	\$ 100.00	\$ 4,125.45
Student Loan	\$ 350.00	\$ -	\$ 350.00	Jun 2023	\$ 1,400.00	\$	\$ 54,193.89	\$ 300.00	\$ 2,087.32	\$ 100.00	\$ 4,087.33
Car Loan	\$ 400.00	\$ -	\$ 400.00	Jul 2023	\$ 1,400.00	\$	\$ 53,090.93	\$ 300.00	\$ 1,823.85	\$ 100.00	\$ 4,048.64
	\$ -	\$ -	\$ -	Aug 2023	\$ 1,400.00	\$	\$ 51,979.15	\$ 300.00	\$ 1,555.77	\$ 100.00	\$ 4,009.37
	\$ -	\$ -	\$ -	Sep 2023	\$ 1,400.00	\$	\$ 50,858.43	\$ 300.00	\$ 1,283.00	\$ 100.00	\$ 3,969.51
	\$ -	\$ -	\$ -	Oct 2023	\$ 1,400.00	\$	\$ 49,728.64	\$ 300.00	\$ 1,005.45	\$ 100.00	\$ 3,929.05
	\$ -	\$ -	\$ -	Nov 2023	\$ 1,400.00	\$	\$ 48,589.71	\$ 300.00	\$ 723.05	\$ 100.00	\$ 3,887.99
	\$ -	\$ -	\$ -	Dec 2023	\$ 1,400.00	\$	\$ 47,441.49	\$ 300.00	\$ 435.70	\$ 100.00	\$ 3,846.31
	\$ -	\$ -	\$ -	Jan 2024	\$ 1,400.00	\$	\$ 46,283.86	\$ 300.00	\$ 143.32	\$ 100.00	\$ 3,804.00
	\$ -	\$ -	\$ -	Feb 2024	\$ 1,400.00	\$	\$ 45,116.73	\$ 145.83	\$ -	\$ 254.17	\$ 3,606.89
	\$ -	\$ -	\$ -	Mar 2024	\$ 1,400.00	\$	\$ 43,940.35	\$ -	\$ -	\$ 400.00	\$ 3,260.99

# Payment Log Instructions

On this tab you'll record actual payments. For each payment, you'll enter:

- DATE | You can enter as (MM/DD/YYYY) and the template will convert the date format for you.
- DEBT | You will select the debt for each payment from the drop down list. The drop down list will automatically include the names of the debts from your Setup tab.
- AMOUNT | The amount you are paying towards the debt for that payment. This may not be the full amount due for the month. You can enter multiple payments towards one debt during the month.

*In the example pictured below, I made a partial payment towards my Discover Credit Card with my first paycheck, and plan to make a second payment when I receive my second paycheck in April.*

The Monthly Payment Schedule on the Debt Dashboard will show you the total payments that have been made towards each debt and how much is left to pay for the month.

- NOTES (OPTIONAL) | This is an optional field for your use.

DATE	DEBT	AMOUNT	NOTES
01 Apr 2023	Costco Credit Card	\$ 100.00	
03 Apr 2023	Personal Loan	\$ 250.00	
07 Apr 2023	Discover Credit Card	\$ 150.00	Portion of payment from first check of the month
		\$	
		\$	

## PICTURED BELOW:

PAYMENTS FROM PAYMENT LOG REFLECTING IN MONTHLY PAYMENT SCHEDULE ON DEBT DASHBOARD TAB

MONTHLY PAYMENT SCHEDULE			
MONTH	Apr	YEAR	2023
APR 2023			
DEBT	PLANNED	PAID	LEFT TO PAY
Discover Credit Card	\$ 350.00	\$ 150.00	\$ 200.00
Costco Credit Card	\$ 100.00	\$ 100.00	\$ -
Personal Loan	\$ 250.00	\$ 250.00	\$ -
Student Loan	\$ 350.00	\$ -	\$ 350.00
Car Loan	\$ 400.00	\$ -	\$ 400.00
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -