

Investit Decisions

Instruction Manual Projection Wizard Guide

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Table of Contents

INTRODUCTION	2
"Single Entries" versus "Projections"	2
TWO TEMPLATES TYPES. YEARLY & MONTHLY	3
USING PROJECTION WIZARD FOR YEARLY TEMPLATES.....	4
Basic Projection Wizard Operations	5
New Projection button.....	6
Projection Description button.....	6
Projection Options. Yearly Grids.....	7
YEARLY PROJECTIONS. PRACTICE EXAMPLES.....	9
Projection Description Report	26
Income & Expense Statement	27
USING PROJECTION WIZARD FOR MONTHLY TEMPLATES.....	28
Projection Wizard Monthly. Unique features.....	30
Projection Methods.....	33
MONTHLY PROJECTIONS. PRACTICE EXERCISES	34
Projection Description Report	53
Income & Expense Statement	54

INTRODUCTION

Investit Decision's "Projection Wizard" is used to enter and project revenue and expenses in the Revenue & Expenses folders.

The entry projection options available in Projection Wizard allow you to enter any kind of projection, no matter how complex.

Important Note

The key to using Investor Decisions is learning to use Projection Wizard

Once you have learnt how to use Projection Wizard you can quickly enter and project revenue & expenses.

"Single Entries" versus "Projections"

Single entries can be entered and edited directly in the Revenue or Expenses Grid

Example: Labor Year 1: \$43,000 Year 2: \$52,000 Year 3: \$85,000 in Year 1

Project Info.	Investor	Investment	Working Capital	Expenses	Financing		
Expenses							
Description	Entry Choice	Qty	Category	Year 1 Jan...	Year 2 Jan...	Year 3 Jan...	Year 4 Jan
Labor	\$ per Yr	—	Common	→ \$ 43,000	→ \$ 52,000	→ \$ 85,000	
Materials	\$ per Yr	—	Common	\$ 0	\$ 0	\$ 0	
Repairs & Maintenance	\$ per Yr	—	Common	\$ 0	\$ 0	\$ 0	
Utilities	\$ per Yr	—	Common	\$ 0	\$ 0	\$ 0	
Insurance	\$ per Yr	—	Common	\$ 0	\$ 0	\$ 0	
Incremental Overhead	\$ per Yr	—	Common	\$ 0	\$ 0	\$ 0	

Single entries can be entered directly in the grid

TWO TEMPLATES TYPES. YEARLY & MONTHLY

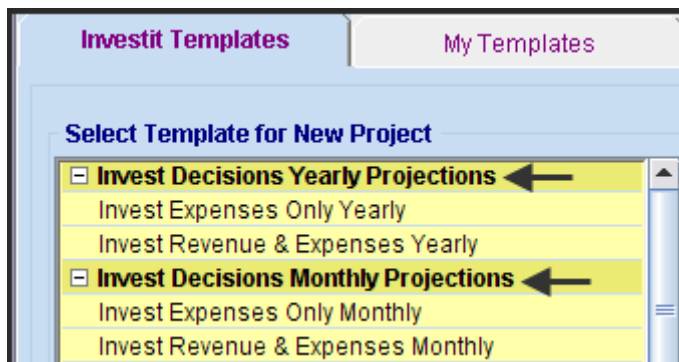
You can select either a “Yearly” template or a “Monthly” template.

Yearly Templates: Revenues and Expenses are projected yearly

Monthly Templates: Revenues and Expenses are projected monthly

You can enter Yearly projections faster than monthly projections. If the revenues and expenses change during the year and you wish to show these monthly changes, select a monthly template. Select a monthly template if;

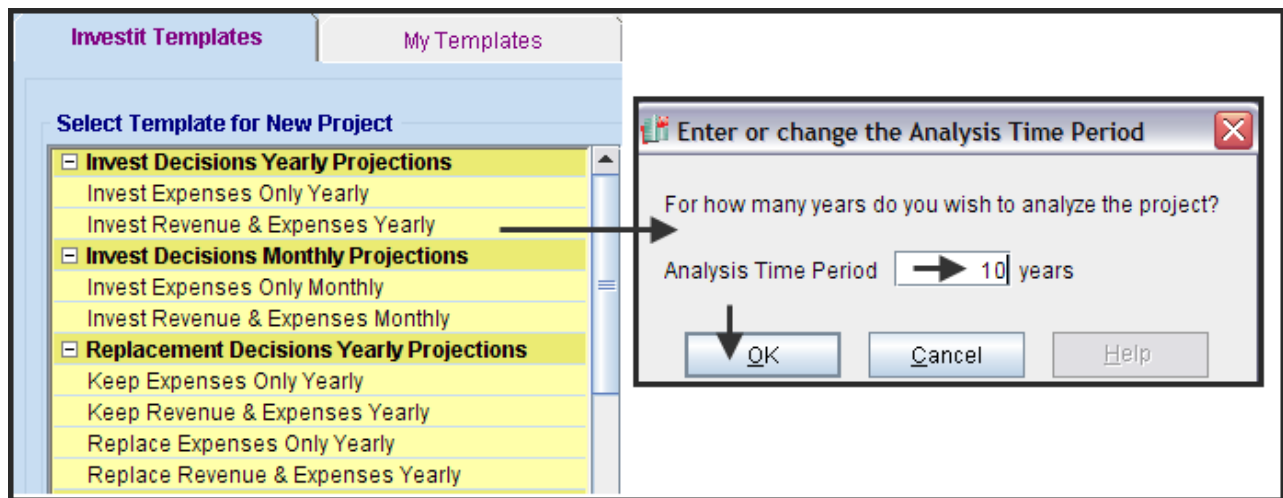
1. Revenue and expenses change during the year
2. Detailed monthly cash flows are required
3. Sales or expenses are seasonal and depend on the time of the year and require monthly entries and projections



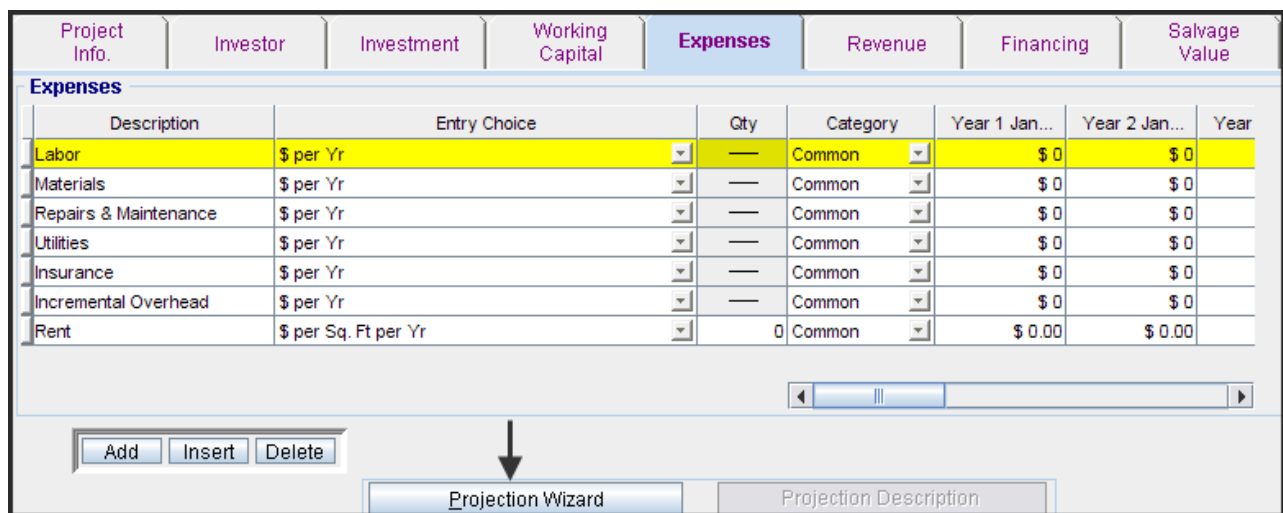
We will first explain how to use Projection Wizard for yearly projections followed by monthly projection.

USING PROJECTION WIZARD FOR YEARLY TEMPLATES

Open the following Template “Invest Revenue & Expenses Yearly” and set the Analysis Time Period to 10 years



Select the 1st row then click on the Projection Wizard button.



Basic Projection Wizard Operations

The basic operations for the Yearly Projection Wizard are shown in the diagram below.

Steps

1. Enter the "Starting Amount"
2. Select the "Project Entry Using.." method for projecting the entry
3. Enter the "Increase"
4. Set the "Starting Year"
5. Enter the "Time Period". If the projection runs until the end of the Analysis Period, check the "To End" box
6. To continue a projection click on the "Cont. Proj. box and enter the next portion of the projection

The screenshot shows the "Projection Wizard" dialog box with the "Entry Information" and "Projection" tabs. Annotations with arrows point to various fields and buttons, explaining their function in the projection process.

Entry Information:

- Description:** Labor (Annotation: ← The revenue or expense being projected)
- Entry Choice:** \$ per Yr (Annotation: ← The selected Entry Choice)

Projection:

Entry	Project Entry Using...	Increase	Starting Year	To End	Yrs	Cont. Proj.
\$ 0	Constant (Fill Right)		Year 1	<input type="checkbox"/>	1	<input type="checkbox"/>

Annotations for the Projection table:

- The starting amount** points to the "Entry" field (\$ 0).
- Enter "Increase"** points to the "Increase" column.
- When the projection starts** points to the "Starting Year" field (Year 1).
- Projects to the end of the Analysis Period** points to the "To End" checkbox.
- Continues the projection by adding another row** points to the "Cont. Proj." checkbox.

Projection method points to the dropdown menu showing options: Constant (Fill Right), Annual Compounding, Uniform % Increase, Uniform \$ Increase, Stepped Projection, and Single Entry: No Proj.

Starts a new projection points to the "New Projection" button.

Provides a description of the projection points to the "Projection Description" button.

Other buttons visible: "Insert Projection", "Delete Projection", "Delete All Projections", "OK", "Cancel", and "Help".

New Projection button

Finishes the projection and starts a new projection

Projection Description button

Describes the projection

Example: Labor

Year 1 \$100,000 per year increasing at 3.00% per year compounding for the next two years (Time Period is 3 years) followed by a gap of one year where there are no 'Labor' expenses because the plant is closed for renovations.

The projection starts again in Year 5 at \$150,000 increasing at 4.00% compounding for the remaining time period.

Entries in Projection Wizard

The screenshot shows the 'Projection Wizard' dialog box with the 'Entry Information' tab selected. The 'Description' is 'Labor' and the 'Entry Choice' is '\$ per Yr'. The 'Projection' tab shows two entries in a table. The first entry starts at Year 1 with \$100,000, increasing at 3.00% annually for 3 years. The second entry starts at Year 5 with \$150,000, increasing at 4.00% annually for 6 years. A 'New Projection' button is at the bottom. A 'Projection Description' window is open, showing the details for the first entry: 'Labor', '\$100,000 per Year', 'Compounding at 3.00% per year for next 2 years'. A text box explains: 'Click on the "New Projection" button to finish the first projection and start the new projection in Year 5'. Arrows point from this text to the 'New Projection' button and the first entry in the table. The 'Projection Description' window also has a 'Projection Description' button.

Entry	Project Entry Using...	Increase	Starting Year	To End	Yrs	Cont. Proj.
\$100,000	Annual Compounding	3.00%	Year 1	3		
\$150,000	Annual Compounding	4.00%	Year 5	6		

Click on the "New Projection" button to finish the first projection and start the new projection in Year 5

New Projection

Delete All Projections

Projection Description

OK Cancel Help

Projection Options. Yearly Grids

The “Project Entry Using...” column is used to select the method for projecting the entry.

Entry	Project Entry Using...	Increase	Starting Year	Time Period		Cont. Proj.
			Year	To End	Yrs	
\$ 450,000	Constant (Fill Right)		Year 1		1	

Constant (Fill Right)
Annual Compounding
Uniform % Increase
Uniform \$ Increase
Stepped Projection
Single Entry. No Proj.

← Select the projection method

The choices are:

Constant (Fill Right):

The entry is repeated for the specified time period

Example: \$450,000 from Year 1 to 5

Annual Compounding:

The entry is increased each year by the annual compounding rate

Example: \$450,000 increasing at 3.00% per year compounding for next 4 years (Time Period is 5 years)

Uniform % Increase:

The previous year is increased by a same % each year

Example : \$450,000 increased by 10% each year or \$45,000 per year

Uniform \$ Increase:

The previous year is increased by a same amount each year

Example : \$450,000 increased each year by \$45,000

Single Entry:

Allows the entry of values that are not part of a projection

Example: Year 1 \$450,000 Year 3 \$39,000 Year 7 \$82,000

Note: Single Entries can also be made directly in the Revenue & Expense grids

Stepped Projection:

Is used enter projections that are constant for a certain time period, then increase or decrease and remain constant for the next time period (Called the Term).

A common application is the entering of leases.

The diagram illustrates a "Stepped Projection"

Stepped Projection

New value at "End of Term" based on:

- ☒ Annual Compounding Rate Increase
- ☐ Enter Value
- ☐ \$ Increase
- ☐ % Increase

Select method for determining the new value at the end of each term

No. of Terms:

Enter the number of terms

☒ Hide Example <-

Stepped Projection using "Annual Compounding Rate Increase"

New Value using "Annual Compounding Rate" of 4% for 3 years

\$10 per Sq. Ft. per Yr.

4% Compounding per Yr.

New Value: \$11.25 per Sq. per Yr

Term No. 1
Three years

Term No. 2
Four years

OK Cancel Help

Example:

The organization has rented space with the following lease arrangement;

Number of Terms: 3

Term 1: 3 years. \$60,000 per year for three years

Term 2: 3 years. Rent is based on the first term lease rate increasing at 4.00% compounding for 3 years

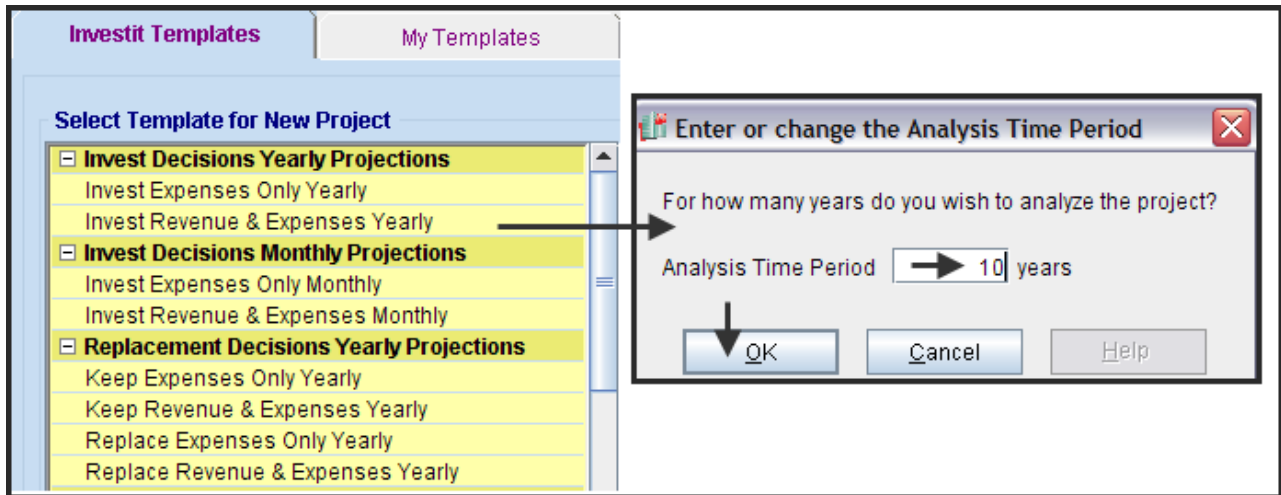
Term 3: 2 years. Rent is based on the second term lease rate increasing at 3.00% compounding for 3 years

YEARLY PROJECTIONS. PRACTICE EXAMPLES

We will now explore how to use the yearly Projection Wizard to enter a variety of different types of projections.

If you have a Project open, close it.

Open the following Template “Invest Revenue & Expenses Yearly” and set the Analysis Time Period to 10 years



Example 1

Labor: \$350,000 per year increasing at 3.00% compounding for the remaining 9 years

Steps

1. Select the Labor and click on Projection Wizard button to display Projection Wizard dialog

The screenshot shows a software interface with a tabbed menu at the top: Project Info., Investor, Investment, Working Capital, Expenses (selected), Revenue, and Financing. Below the tabs is a table titled 'Expenses' with the following columns: Description, Entry Choice, Qty, Category, Year 1 Jan..., and Year. The table contains the following rows:

Description	Entry Choice	Qty	Category	Year 1 Jan...	Year
Labor	\$ per Yr	—	Common	\$ 0	
Materials	\$ per Yr	—	Common	\$ 0	
Repairs & Maintenance	\$ per Yr	—	Common	\$ 0	
Utilities	\$ per Yr	—	Common	\$ 0	
Insurance	\$ per Mo	—	Common	\$ 0	
Incremental Overhead	\$ per Yr	—	Common	\$ 0	
Rent	\$ per Sq. Ft per Yr	0	Common	\$ 0	

Below the table, there are instructions: '1. Select row' with an arrow pointing to the 'Labor' row, and '2. Click on "Projection Wizard"' with an arrow pointing to the 'Projection Wizard' button. To the left of the 'Projection Wizard' button are three buttons: 'Add', 'Insert', and 'Delete'. To the right of the 'Projection Wizard' button is a text field labeled 'Projection Description'.

2. Select the "Annual Compounding" projection

Entry Information

Description: Labor

Entry Choice: \$ per Yr

Projection

Entry	Project Entry Using...	Increase	Starting Year	Time Period			Cont. Proj.
				To End	Yrs		
\$ 350,000	Constant (Fill Right)		Year 1	<input type="checkbox"/>	1	<input type="checkbox"/>	

Constant (Fill Right)
 Annual Compounding ←
 Uniform % Increase
 Uniform \$ Increase
 Stepped Projection
 Single Entry . No Proj.

Select the "Annual Compounding" option

3. Complete the Projection Wizard entries

Note: Checking the "Time Period - To End" box continues the projection until the end of the Analysis Time Period which is 10 years.

Projection Wizard

Entry Information

Description: Labor

Entry Choice: \$ per Yr

Projection

Entry	Project Entry Using...	Increase	Starting Year	Time Period			Cont. Proj.
				To End	Yrs		
\$ 350,000	Annual Compounding	3.00%	Year 1	<input checked="" type="checkbox"/>	10	<input type="checkbox"/>	

↑ ↑ ↑ ↑ ↑

- Click on the "Projection Description" button to view a description of the projection

Projection

Entry	Project Entry Using...	Increase	Starting Year	Time Period		Cont. Proj.
				To End	Yrs	
\$ 350,000	Annual Compounding	3.00%	Year 1	<input checked="" type="checkbox"/>	10	

Projection Description

Labor
Entry Choice: \$ per Year
Year 1 \$350,000 per Year
 Compounding at 3.00% per year for next 9 years

- The projection is complete. Click "OK" to return to the Expenses Folder

Example 2

Materials: \$200,000 per year increasing at 3.00% compounding per year for the next two years (the time period is 3 years i.e., Year 1 + next 2 years = 3 years) then 4.00% compounding per year for the remaining years.

Steps.

1. Select the "Materials" row in the Expenses grid and click on the Projection Wizard button
2. Complete the Projection Wizard as follows;

Note: After entering \$200,000 per year increasing at 3.00% compounding for the next two years year in the first row, check the "Cont. Proj." to enter the remaining portion of the projection.

Projection Wizard

Entry Information

Description: Materials

Entry Choice: \$ per Yr

Projection

Entry	Project Entry Using...	Increase	Starting Year	Time Period To End	Yrs	Cont. Proj.
\$ 200,000	Annual Compounding	3.00%	Year 1	3	3	<input checked="" type="checkbox"/>
	Annual Compounding	4.00%	Year 4	7	7	<input checked="" type="checkbox"/>

Annotations:

- 1) Enter: Points to the Entry field (\$ 200,000).
- 2) Select: Points to the Project Entry Using... dropdown (Annual Compounding).
- 3) Enter: Points to the Increase field (3.00%).
- 4) Set "Time Period" 3 years (First year + next two years = 3 years): Points to the Yrs field (3).
- 5) Check to continue the projection: Points to the Cont. Proj. checkbox.
- 6) Select: Points to the Project Entry Using... dropdown (Annual Compounding).
- 7) Enter: Points to the Increase field (4.00%).
- 8) Check: Points to the Cont. Proj. checkbox.

Buttons: Delete All Projections, Projection Description

Projection Description

Materials

Entry Choice: \$ per Year

Year 1 \$200,000 per Year

Compounding at 3.00% per year for next 2 years

then Compounding at 4.00% per year for next 7 years

Example 3

Repairs & Maintenance:

The supplier of the equipment will service the equipment for \$80,000 per year for three years.

After the first three years the company will take over the maintenance of the equipment as follows;

Year 4. \$100,000 per year for one year increasing at 3.00% per year compounding

This example shows how to use the **"New Projection"** feature which allows you to finish one projection and continue by starting a new projection by clicking on the "New Projection" button.

Steps.

1. Select the "Repairs & Maintenance" row in the Expenses grid and click on the Projection Wizard button
2. Complete the Projection Wizard as follows;

Projection Wizard

Entry Information

Description: Repairs & Maintenance

Entry Choice: \$ per Yr

Projection

Entry	Project Entry Using...	Increase	Time Period			Cont. Proj.
			Starting Year	To End	Yrs	
\$ 80,000	Constant (Fill Right)		Year 1	3		<input type="checkbox"/>
\$ 100,000	Annual Compounding	3.00%	Year 4	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click on the "New Projection" button

Projection Description

Repairs & Maintenance

Entry Choice: \$ per Year

Year 1 \$80,000 per Year
Constant per year for next 2 years

Year 4 \$100,000 per Year
Compounding at 3.00% per year for next 6 years

Example 4

Utilities: \$45,000 per Year for the first year then increasing at \$3,000 per year

Steps.

1. Select the "Utilities " row in the Expenses Folder and click on the Projection Wizard button
2. Complete the Projection Wizard as follows;

Projection Wizard

Entry Information

Description: Utilities
Entry Choice: \$ per Yr

Projection

Entry	Project Entry Using...	Increase	Starting Year	Time Period		Cont. Proj.
			Year	To End	Yrs	
\$ 45,000	Uniform \$ Increase	\$ 3,000	Year 1	<input checked="" type="checkbox"/>	10	

Select

New Projection Insert Projection Delete Projection

Delete All Projections Projection Description

Projection Description

Utilities
Entry Choice: \$ per Year
Year 1 \$45,000 per Year
increasing at \$ 3,000 per year for next 9 years

Example 5

Insurance: Year 1: \$35,000
 Year 2: \$37,000
 Year 3: \$42,000 then increasing at 3.00% per year compounding

This projection example involves a combination of "Single Entries" and a projection

Steps.

1. Select the "Repairs & Maintenance" row in the Expenses Folder and then click on the Projection Wizard button
2. Complete the Projection Wizard as follows;

Projection Wizard

Entry Information

Description: Insurance

Entry Choice: \$ per Yr

Projection

Entry	Project Entry Using...	Increase	Starting Year	Time Period	Yrs	Cont. Proj.
\$ 35,000	Single Entry . No Proj.		Year 1	To End	1	
\$ 37,000	Single Entry . No Proj.		Year 2	To End	1	
\$ 42,000	Annual Compounding	3.00%	Year 3	To End	8	<input checked="" type="checkbox"/>

Click on "New Projection" button to set up the row for the next "Single Entry" of \$37,000 and then the \$42,000 entry and projection

New Projection Insert Projection Delete Projection

Delete All Projections Projection Description

Projection Description

Insurance

Entry Choice: \$ per Year

Year 1 \$35,000 per Year . Single Entry

Year 2 \$37,000 per Year . Single Entry

Year 3 \$42,000 per Year

Compounding at 3.00% per year for next 7 years

Example 6

Incremental Overhead: 15.00% of expenses

Steps.

1. Select the "Incremental Overhead row " in the Expenses Folder and select the "% of Expenses" Entry Choice and select all of the expenses in the "Expenses" dialog

The screenshot shows the 'Expenses' tab in a software interface. The 'Expenses' table has the following data:

Description	Entry Choice	Qty	Category	Year 1 Jan...	Year 2
Labor	\$ per Yr	—	Common	\$ 350,000	\$ 3
Materials	\$ per Yr	—	Common	\$ 200,000	\$ 2
Repairs & Maintenance	\$ per Yr	—	Common	\$ 80,000	\$
Utilities	\$ per Yr	—	Common	\$ 0	
Insurance	\$ per Yr	—	Common	\$ 35,000	\$
Incremental Overhead	% of Expense(s)	—	Common	0.00%	
Rent	\$ per Yr	—	Common	\$ 0	

An arrow labeled 'Select' points from the 'Incremental Overhead' row to the 'Expenses' dialog box. The dialog box shows a list of expenses with all items checked:

- ☒ Labor
- ☒ Materials
- ☒ Repairs & Maintenance
- ☒ Utilities
- ☒ Insurance
- ☒ Rent

An arrow labeled 'Select all the expenses' points to the list of checked items. The dialog box has 'OK', 'Cancel', and 'Help' buttons at the bottom.

2. Complete the Projection Wizard as follows;

Projection Wizard

Entry Information

Description: Incremental Overhead

Entry Choice: % of Expense(s)

Projection

%	Project Entry Using...	Increase	Starting Year	Time Period		Cont. Proj.
				To End	Yrs	
15.00%	Constant (Fill Right)		Year 1	<input checked="" type="checkbox"/>	10	

New Projection Insert Projection Delete Projection

Delete All Projections Projection Description

Projection Description

Incremental Overhead

Entry Choice: % of Expense(s)

Labor

Materials

Repairs & Maintenance

Utilities

Insurance

Rent

Year 1 15.00% of Expense(s)

Constant per year for next 9 years

Example 8

Rent: The organization has entered into the following lease arrangement;

Rentable Area: 4,000 Sq. Ft
 Term 1. \$14.00 per Sq. Ft per Year for 4 years
 Term 2. \$16.00 per Sq. Ft per year for 4 years
 Term 3. \$17.50 per Sq. Ft per Year for 2 years

Steps

1. Select the "Rent" row in the Expenses Folder, enter the 4,000 in the "Qty" column and click on the Projection Wizard button

Project Info.	Investor	Investment	Working Capital	Expenses	Revenue
Expenses					
Description	Entry Choice	Qty	Category	Year 1 Jan...	Year 2 Jan...
Labor	\$ per Yr	—	Common	\$ 350,000	\$ 360,500
Materials	\$ per Yr	—	Common	\$ 200,000	\$ 206,000
Repairs & Maintenance	\$ per Yr	—	Common	\$ 80,000	\$ 80,000
Utilities	\$ per Yr	—	Common	\$ 45,000	\$ 48,000
Insurance	\$ per Yr	—	Common	\$ 35,000	\$ 37,000
Incremental Overhead	% of Expense(s)	—	Common	15.00%	15.00%
Rent	\$ per Sq. Ft per Yr	4,000	Common		

↓

2. Select the "Stepped Projection" option in Projection Wizard which displays the "Stepped Projection" dialog

Projection Wizard
✕

Entry Information

Description: Rent

Entry Choice: \$ per Sq. Ft per Yr

Projection

Entry	Project Entry Using...	Increase	Starting Year	Time Period		
				To End	Yrs	Cont. Proj.
\$ 0.00	Constant (Fill Right)		Year 1	<input type="checkbox"/>	1	<input type="checkbox"/>

Constant (Fill Right)
Annual Compounding
Uniform % Increase
Uniform \$ Increase
Stepped Projection
Single Entry . No Proj.


Select Stepped Projection which displays the "Stepped Projection"

3. Complete the Stepped Projection Dialog and click OK

The dialog box is titled "Stepped Projection". It contains the following elements:

- New value at "End of Term" based on:**
 - ☐ Annual Compounding Rate Increase
 - ☒ Enter Value ←
 - ☐ \$ Increase
 - ☐ % Increase
- No. of Terms:** 3 ←
- ☒ Hide Example <-
- Stepped Projection for "Enter value"**
 - New Value using "Enter Value" of \$15.00
 - Diagram showing a stepped projection with two terms:
 - Term No. 1:** Three years, with a value of \$10 per Sq. Ft. per Yr.
 - Term No. 2:** Four years, with a **New Value: \$15.00 per Sq. Ft. per Yr**.
- Buttons:** OK, Cancel, Help

4. Complete Projection Wizard and click OK


Projection Wizard

Entry Information


Description: Rent
 Entry Choice: \$ per Sq. Ft per Yr

Projection

Entry	Project Entry Using...	Increase	Term	Starting Year	Time Period		Cont. Proj.
					To End	Yrs	
➡ \$ 14.00	Stepped Projection ▾	➡ \$ 16.00	1	Year 1 ▾	➡	4 ▾	
		➡ \$ 17.50	2	Year 5	➡	4 ▾	
			3	Year 9	<input checked="" type="checkbox"/>	2 ▾	

Projection Wizard

Projection Description


Projection Description

Rent
 Entry Choice: \$ per Sq. Ft per Year
 Quantity: 4,000
 Year 1 Jan Stepped Projection
 Term 1: \$14.00 per Sq. Ft per Year for 4 years
 Term 2: Changed to \$16.00 per Sq. Ft per Year for 4 years
 Term 3: Changed to \$17.50 per Sq. Ft per Year for 2 years

Example 9
Selling Expenses: 6.00% of Sales
Steps

1. Go to the Revenue Folder and change the first row description to 'Sales' and return to the Expenses Folder

Investit Decisions CND - Projection Wizard Yearly Practice Set

File Edit Reports Tools Utilities Investit Activation Help

My Company Info. Client Info. Notes

Project Info. Investor Investment Working Capital Expenses **Revenue** Financing Salvage Value

Revenue

Description	Entry Choice	Qty	Category	Year 1 Jan...	Year 2 Jan...	Year
Sales	\$ per Yr	—	Common	\$ 0	\$ 0	

Change description to "Sales" and return to the "Expenses Folder"

2. Expenses Folder. Add the row "Selling Expenses" and set the Entry Choice to "% of Revenue(s)"

Investit Decisions CND - Projection Wizard Yearly Practice Set

File Edit Reports Tools Utilities Investit Activation Help

My Company Info. Client Info. Notes

Project Info. Investor Investment Working Capital **Expenses** Revenue Financing Salvage Value

Expenses

Description	Entry Choice	Qty	Category	Year 1 Jan...	Year 2 Jan...	Year
Labor	\$ per Yr	—	Common	\$ 350,000	\$ 360,500	\$
Materials	\$ per Yr	—	Common	\$ 200,000	\$ 206,000	\$
Repairs & Maintenance	\$ per Yr	—	Common	\$ 80,000	\$ 80,000	
Utilities	\$ per Yr	—	Common	\$ 45,000	\$ 48,000	
Insurance	\$ per Yr	—	Common	\$ 35,000	\$ 37,000	
Incremental Overhead	% of Expense(s)	—	Common	15.00%	15.00%	
Rent	\$ per Sq. Ft per Yr	4,000	Common	\$ 14.00	\$ 14.00	
Selling Expenses	% of Revenue(s)	—	Common	0.00%	0.00%	

Add row Select

3. Check "Sales"

Revenues

Select

	Description
<input checked="" type="checkbox"/>	Sales

Check & click "OK"

4. Click on “Projection Wizard” button and complete the Projection Wizard as follows;

Projection Wizard

Entry Information

Description: Selling Expenses

Entry Choice: % of Revenue(s)

Projection

Time Period						
%	Project Entry Using...	Increase	Starting Year	To End	Yrs	Cont. Proj.
→ 6.00%	Constant (Fill Right)		Year 1	<input checked="" type="checkbox"/>	10	

↑

Example 10

Revenue Folder

Description: Sales

Entry Choice: \$ per Unit & Quantity

\$ per Unit: Year 1 - \$1,500 per Unit increasing at 3.00% compounding per year

Quantity (Sales): Year 1 - 600 units per year increasing at 5.00% compounding per year

Steps

Go to the Revenue Folder

1. Set the "Sales" row Entry Choice to "\$ per Unit & Quantity" as follows;

The screenshot shows the 'Revenue' folder selected in the top navigation bar. Below it, a table lists revenue entries. The 'Sales' row is highlighted in yellow. The 'Entry Choice' column for 'Sales' is set to '\$ per Unit and Quantity'. An arrow points to this dropdown menu with the text 'Select "Price per Unit & Quantity"'. The table also shows 'Qty' as '—', 'Category' as 'Common', and 'Year 1 Jan...' and 'Year 2 Jan...' as '\$ 0'.

Description	Entry Choice	Qty	Category	Year 1 Jan...	Year 2 Jan...	Year
Sales	\$ per Unit and Quantity	—	Common	\$ 0	\$ 0	
	Quantity	—		0	0	

2. Click on the "Projection Wizard" button and complete the Projection Wizard as follows;

The screenshot shows the 'Projection Wizard' dialog box. The 'Entry Information' section shows 'Description: Sales' and 'Entry Choice: \$ per Unit'. The 'Projection' section shows a table with columns: Entry, Project Entry Using..., Increase, Starting Year, Time Period (To End, Yrs), and Cont. Proj. The 'Entry' column is set to '\$ 1,500'. The 'Project Entry Using...' column is set to 'Annual Compounding'. The 'Increase' column is set to '3.00%'. The 'Starting Year' column is set to 'Year 1'. The 'To End' column has a checked checkbox. The 'Yrs' column is set to '10'. An arrow points to the 'Entry' column with the text 'Select'.

Entry	Project Entry Using...	Increase	Starting Year	Time Period	Yrs	Cont. Proj.
\$ 1,500	Annual Compounding	3.00%	Year 1	<input checked="" type="checkbox"/>	10	

3. In the Revenue Grid select the "Quantity" row

Project Info.	Investor	Investment	Working Capital	Expenses	Revenue	Financing	Salvage Value
Revenue							
Description	Entry Choice	Qty	Category	Year 1 Jan...	Year 2 Jan...	Year	
Sales	\$ per Unit and Quantity	—	Common	\$ 1,500	\$ 1,545		
	Quantity	—		0	0		

Select "Quantity" row and click in the "Projection Wizard" button

↓

4. Complete the projection Wizard as follows;

Projection Wizard						
Entry Information						
Description: Sales						
Entry Choice: Quantity						
Projection						
Entry	Project Entry Using...	Increase	Starting Year	Time Period		
				To End	Yrs	Cont. Proj.
600	Annual Compounding	5.00%	Year 1	<input checked="" type="checkbox"/>	10	

↑ ↑ Select ↑ ↑

Projection Description Report

A description of all the Expense and Revenue projections can be printed from the Report menu as follows;

Select "Projection Descriptions" on the report menu

The image shows a software interface with a menu bar and a report window. The menu bar includes 'Reports', 'Tools', 'Utilities', 'Investit', and 'Activa'. The 'Reports' menu is open, showing options: 'Print Reports...', 'Export Reports to Excel...', 'Export Reports to PDF...', 'General Information Reports', 'Income & Expense Statement', 'Operating Cash Flow', 'Working Capital', 'Input Data Summary', 'Projection Descriptions', and 'Depreciation Schedules'. An arrow points from 'Projection Descriptions' to the report window on the right.

EXPENSES PROJECTIONS

Labor
Entry Choice: \$ per Year
Year 1 \$350,000 per Year
 Compounding at 3.00% per year for next 9 years

Materials
Entry Choice: \$ per Year
Year 1 \$200,000 per Year
 Compounding at 3.00% per year for next 2 years
 then Compounding at 4.00% per year for next 7 years

Repairs & Maintenance
Entry Choice: \$ per Year
Year 1 \$80,000 per Year
 Constant per year for next 2 years
Year 4 \$100,000 per Year
 increasing at a Uniform Annual Rate of 3.00% for next 6 years

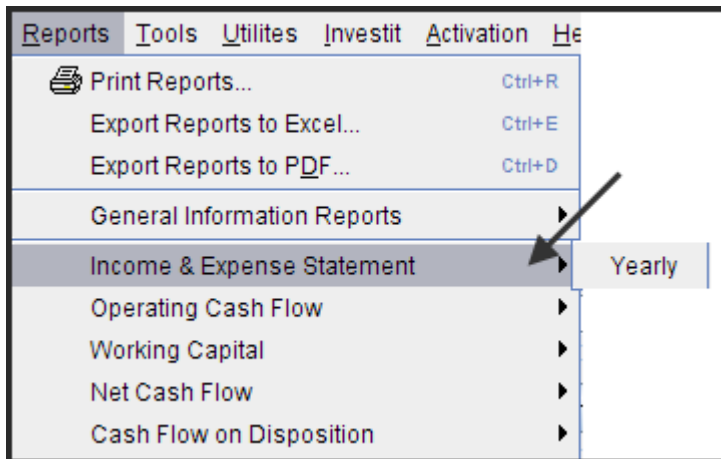
Utilities
Entry Choice: \$ per Year
Year 1 \$45,000 per Year
 increasing at \$ 3,000 per year for next 9 years

Insurance
Entry Choice: \$ per Year
Year 1 \$35,000 per Year. Single Entry
Year 2 \$37,000 per Year. Single Entry
Year 3 \$42,000 per Year
 Compounding at 3.00% per year for next 7 years

ETC

Income & Expense Statement

To view the results of the revenue and expense projection print the "Income & Expense Yearly Report"



Income & Expense Statement

Income & Expense Statement Yearly										
Projection Wizard Yearly Practice Set										
September 29, 2009										
Investit Decisions										
Projection Wizard Yearly Practice Set										
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
REVENUE										
Sales	900,000	973,350	1,053,242	1,139,105	1,230,552	1,332,074	1,439,964	1,557,180	1,683,400	1,821,967
Total Revenue	900,000	973,350	1,053,242	1,139,105	1,230,552	1,332,074	1,439,964	1,557,180	1,683,400	1,821,967
EXPENSES										
Labor	350,000	360,500	371,315	382,454	393,928	405,746	417,918	430,456	443,370	456,671
Materials	200,000	206,000	212,180	220,667	229,494	238,674	248,221	258,149	268,475	279,214
Repairs & Maintenance	80,000	80,000	80,000	100,000	103,000	106,000	109,000	112,000	115,000	118,000
Utilities	45,000	48,000	51,000	54,000	57,000	60,000	63,000	66,000	69,000	72,000
Insurance	35,000	37,000	42,000	43,260	44,558	45,895	47,271	48,690	50,150	51,655
Incremental Overhead	114,900	118,125	121,874	128,457	133,797	138,047	142,412	146,894	152,399	157,131
Rent	56,000	56,000	56,000	56,000	64,000	64,000	64,000	64,000	70,000	70,000
Selling Expenses	54,000	58,401	63,195	68,346	73,833	79,924	86,398	93,431	101,004	109,318
Total Expenses	934,900	964,026	997,564	1,053,184	1,099,610	1,138,287	1,178,219	1,219,620	1,269,398	1,313,989
Net Income	(34,900)	9,324	55,678	85,921	130,942	193,787	261,745	337,560	414,002	507,978

USING PROJECTION WIZARD FOR MONTHLY TEMPLATES

In the previous sections we explored using Projection Wizard for projecting revenues and expenses in Yearly templates.

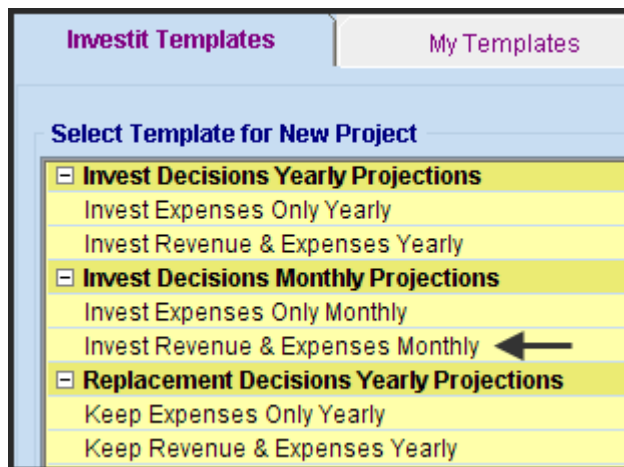
If the revenues and expenses change during the year and you wish to show these monthly changes, select a monthly template.

Select a monthly template if;

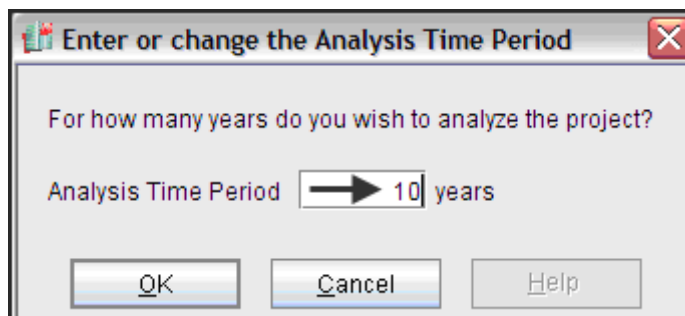
1. Revenue and expenses change during the year
2. Detailed monthly cash flows are required
3. Sales or expenses are seasonal and depend on the time of the year and require monthly entries and projections

This section shows how to use the Projection Wizard for projecting revenue and expenses for monthly templates

1. Open Investit Decisions and select the “Invest Revenue & Expenses Monthly” template



2. Set the “Analysis Period” to 10 years



3. Select the Expenses folder and click on the Projection Wizard button

Project Info.	Investor	Investment	Working Capital	→ Expenses	Revenue
Expenses					
Description	Entry Choice	Qty	Category	Year 1 Jan...	Year 1 Feb...
Labor	\$ per Mo	—	Common	\$ 0	\$ 0
Materials	\$ per Mo	—	Common	\$ 0	\$ 0
Repairs & Maintenance	\$ per Mo	—	Common	\$ 0	\$ 0
Utilities	\$ per Mo	—	Common	\$ 0	\$ 0
Insurance	\$ per Mo	—	Common	\$ 0	\$ 0
Incremental Overhead	\$ per Mo	—	Common	\$ 0	\$ 0
Rent	\$ per Sq. Ft per Yr	0	Common	\$ 0.00	\$ 0.00

To access Projection Wizard click on the Projection Wizard button

Projection Wizard Monthly. Unique features

We will now explore how to use Projection Wizard. Features unique to monthly projections which are:

1. **Monthly Projections.** Projections can start, change and end in any year and Month
2. **Paid Column.** Allows you to decide when to make the payment such as;
Salaries are paid monthly
Property Taxes are paid once a year or "Every 12 Months" in June
Rents are quoted yearly but paid monthly. \$18.00 per Sq. Ft per Yr paid monthly
3. **Project Entry Using....column: Enter Year by the Month.** Allows the entry and projection of seasonal patterns such as;

Sales that vary by the time of the year

Snow removal expense. January, February, November & December

Property Taxes. Paid twice a year in January and June

Projection Wizard dialog

Projection Wizard

Entry Information

Description: Labor
Entry Choice: \$ per Mo

Determines when the payments are made
Examples:
Labor. Paid "Monthly for 12 Months" then increasing at 4.00% per year compounding
Property Taxes. Paid "Every 12 Months" in June
Rent. \$5,000 per Month. Paid "Monthly" for five years i.e., constant for five years

Projections

Paid	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly for 12 Months	Constant (Fill Right)	\$ 0	Year 1	Jan		1	0		
Monthly for 12 Months	Constant (Fill Right)								
Every 12 Months	Annual Compounding								
Monthly	Uniform % Increase								
	Uniform \$ Increase								
	Stepped Projection								
	Enter Yr. by the Month								
	Single Entry: No Proj.								

Unique to Monthly templates →

← **Used to enter seasonal patterns**

The “Paid” column

Allows you to decide when to make the expense payment or record the revenue.

Paid: Monthly for 12 Months

The payment or entry is made monthly for the first 12 months and then projected using one of the “Project Entry Using...” options.

This is the most common selection and is used for entering items that are considered constant for 12 months then increase for the next 12 months. Examples are maintenance, labour costs, utilities etc.

Note:

The payment is made, projected and calculated monthly regardless of the Entry Choice. The calculation is based on a monthly payment even if the Entry Choice is “\$ per year”.

As an example, if the entry is \$144,000 per Year paid monthly, the monthly payment is $\$144,000/12 = \$12,000$

Paid Monthly for 12 Months. Example

Description: Maintenance
 Entry Choice: \$ per Month
 Paid: “Monthly for 12 Months”
 Project Entry Using: “Annual Compounding”
 Entry: \$12,000 per Month
 Starting Date: Year 1 Jan
 Time Period: 4 years
 Increase: 3.00% per year compounding

The resulting projections are:

Yr	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
2	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360
3	12,731	12,731	12,731	12,731	12,731	12,731	12,731	12,731	12,731	12,731	12,731	12,731
4	13,113	13,113	13,113	13,113	13,113	13,113	13,113	13,113	13,113	13,113	13,113	13,113

Paid: Every 12 Months

The payment is made every 12 months or once per year

Paid Every 12 Months. Example:

Description: Insurance

Entry Choice: \$ per Year

Entry: \$9,000

Paid every 12 Months

Starting Date: Year 1 July

Increasing at 3.00% compounding for 4 years

The resulting projections for the Insurance expense are;

Yr	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
1							9,000	-	-	-	-	-
2	-	-	-	-	-	-	9,270	-	-	-	-	-
3	-	-	-	-	-	-	9,548	-	-	-	-	-
4	-	-	-	-	-	-	9,834	-	-	-	-	-

Paid Monthly

This option is rarely used as most entries are either "Monthly for 12 Months" or "Every 12 Months". Paid Monthly is used if the entry being projected is for a time period less than or more than 12 months such as 9 months or 15 months or is constant. As an example, \$8,000 per month for five years.

Paid Monthly. Example:

Description: Start Up Costs

Entry Choice: \$ per Month

Paid: Monthly

Entry: Year 1 Jan \$35,000 constant for 1 Year & 3 Months

The resulting projections for the Start Up Costs are;

Yr	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
1	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
2	35,000	35,000	35,000	-	-	-	-	-	-	-	-	-

Projection Methods

All the Projection Methods have been explored in the previous section "Projection Wizard Yearly templates" except for "Enter Yr. by the Month" which is unique to monthly templates.

"Enter Yr. by the Month" allows you to make entries that change during the year then project them into the future. "Enter Yr. by the Month" is used for making entries that follow seasonal patterns or change during the year.

Some Examples:

Snow Removal Expenses: Jan, Feb, Nov & Dec

Property Taxes paid Jan and June each year

Labor and material cost which vary by the time of the year because of seasonal sales patterns

These are entered and projected using "Enter Yr. By the Month"

Projection Wizard. "Enter Yr by the Month" selection

Enter Yr. by the Month. Example:

Description: Sales

Entry Choice: \$ per Mo

Project Entry Using: Enter Yr. by the Month

Time Period: 4 years

Sales for the first Year are;

Year 1	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
	\$30,000	\$30,000	\$30,000	\$40,000	\$40,000	\$40,000	\$60,000	\$60,000	\$60,000	\$30,000	\$30,000	\$10,000

Then increasing at 4.00% compounding per year for the next 4 years

The resulting monthly projections of the seasonal sales are;

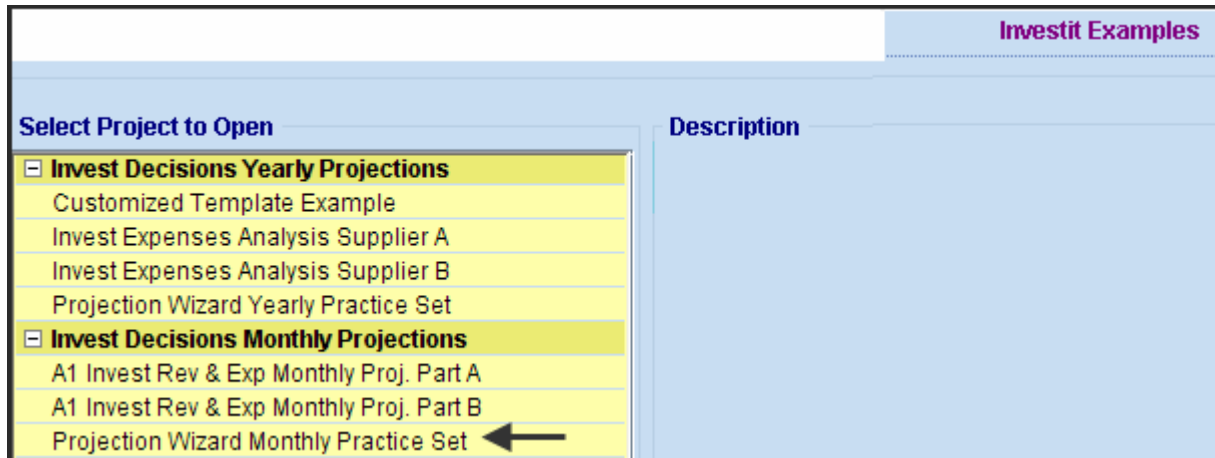
	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total
Year 1	\$30,000	\$30,000	\$30,000	\$40,000	\$40,000	\$40,000	\$60,000	\$60,000	\$60,000	\$30,000	\$30,000	\$10,000	460,000
Year 2	31,200	31,200	31,200	41,600	41,600	41,600	62,400	62,400	62,400	31,200	31,200	10,400	478,400
Year 3	32,448	32,448	32,448	43,264	43,264	43,264	64,896	64,896	64,896	32,448	32,448	10,816	497,536
Year 4	33,746	33,746	33,746	44,995	44,995	44,995	67,492	67,492	67,492	33,746	33,746	11,249	517,437

MONTHLY PROJECTIONS. PRACTICE EXERCISES

To become more familiar with using Projection Wizard for Monthly Templates it is recommended that you enter the following practice examples. You can compare your entries and results with the Investit Example “Projection Wizard Monthly Practice Set”

To check that your entries are correct;

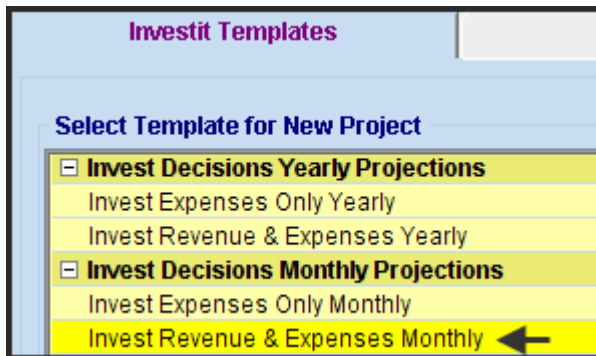
1. Enter the practice set and save as a project
2. Open the Investit Example “Projection Wizard Monthly Practice Set”



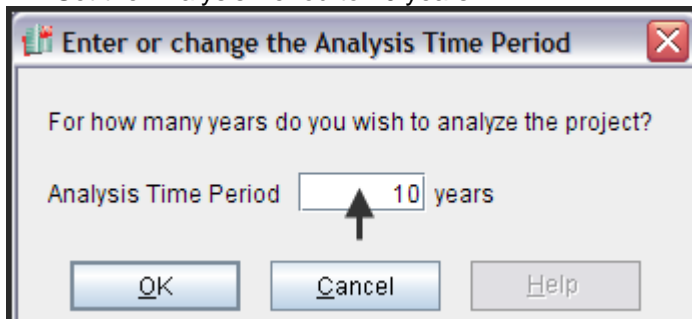
3. Compare your input screens with your Investit Example screen
4. Print the “Projection Description Reports” and compare the results

Practice Exercises

1. Open the “Investit Revenue & Expenses Monthly” template



2. Set the Analysis Period to 10 years



Expenses Folder

Select the Expenses Folder and enter the following projections in the Projection Wizard

Labor

Year1 Jan \$75,000 paid monthly for 12 months then increasing at 3.00% compounding per year for the next 2 years (The Time Period is 3 years), then 4.00% per compounding per year for the next 3 years. (Use the Cont. Proj. check box to continue the projection)

Use "New Projection" to continue but with a new projection starting Year 7 Jan \$140,000 per year paid monthly for 12 months increasing 4.0% per year compounding for the remainder of the Analysis Period (Use the To End" check box)

Projection Wizard entries;

Projection Wizard

Entry Information

Description: Labor

Entry Choice: \$ per Mo

Projections

Paid	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly for 12 Months	Annual Compounding	\$ 75,000	Year 1	Jan		3	0	3.00%	<input checked="" type="checkbox"/>
	Annual Compounding		Year 4	Jan		3	0	4.00%	<input type="checkbox"/>
Monthly for 12 Months	Annual Compounding	\$ 140,000	Year 7	Jan	<input checked="" type="checkbox"/>	4	0	4.00%	

Projection Description

Labor

Entry Choice: \$ per Month

Year 1 Jan \$75,000 per Month paid monthly for 12 months
Compounding at 3.00% per year for next 2 years
then Compounding at 4.00% per year for next 3 years

Year 7 Jan \$140,000 per Month paid monthly for 12 months
Compounding at 4.00% per year for next 3 years

Materials

The cost of materials depends on the "Cost per Unit" for materials and the quantity produced

In the Expenses folder select the "Materials" Row and change the Entry Choice to "\$ per Unit & Quantity"

Project Info.	Investor	Investment	Working Capital	Expenses
Expenses				
Description	Entry Choice	Qty	Category	Year 1 Jan
Labor	\$ per Mo	—	Common	\$ 75,0
Materials	\$ per Unit and Quantity	—	Common	
	Quantity	—		
Repairs & Maintenance	\$ per Mo	—	Common	
Utilities	\$ per Mo	—	Common	
Insurance	\$ per Yr	—	Common	
Incremental Overhead	% of Expense(s)	—	Common	
Sales Commissions	% of Revenue(s)	—	Common	

Select Entry Choice "\$ per Unit"

Materials. \$ per Unit cost

Year 1 Jan \$75 per Unit entered "Monthly for 12 Months" then increasing at 4.00% compounding per year until the end of the Analysis Period

Projection Wizard entries;

Projection Wizard

Entry Information
 Description: Materials
 Entry Choice: \$ per Unit

Projections

Enter	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly for 12 Months	Annual Compounding	\$ 75	Year 1	Jan	<input checked="" type="checkbox"/>	10	0	4.00%	

Select ↑ Select ↑ ↑ Check ↑ ↑ ↑

New Projection Insert Projection Projection Description

Projection Description
 Materials
 Entry Choice: \$ per Unit
 Year 1 Jan \$75 per Unit entered monthly for 12 months
 Compounding at 4.00% per year for next 9 years

Quantity

The quantity produced for the first year depends on the time of the year as follows;

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total
Year 1	2,500	2,500	2,500	3,000	3,000	3,000	3,000	4,500	4,500	4,500	1,000	1,000	35,000

Then increasing at 4.00% per year compounding until the end of the Analysis Period

Steps

1. In the Expenses folder select the "Quantity Row" & click on the Projection Wizard button to display the Projection Wizard

Project Info.		Investor		Investment		Working Capital		Expenses	
Expenses									
Description	Entry Choice	Qty	Category	Year 1 Jan					
Labor	\$ per Mo	—	Common	\$ 75,000					
Materials	\$ per Unit and Quantity	—	Common						
	Quantity	—							
Repairs & Maintenance	\$ per Mo	—	Common						
Utilities	\$ per Mo	—	Common						
Insurance	\$ per Yr	—	Common						
Incremental Overhead	% of Expense(s)	—	Common						
Sales Commissions	% of Revenue(s)	—	Common						

Select Entry Choice "\$ per Unit & Qty"

2. In the Projection Wizard select "Enter Year by the Month" to display the "Enter Year by the Month" dialog

Projection Wizard

Entry Information

Description: Materials

Entry Choice: Quantity

Projections

Enter	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly for 12 Months	Constant (Fill Right)	0	Year 1	Jan		1	0		

Select to display the "Enter Year by the Month" dialog

3. Enter the Quantity for each month & click "OK"

Enter Year by the Month

Starting Year: Year 1

Starting Month: Jan

Month	Quantity
Year 1 - Jan	2,500
Year 1 - Feb	2,500
Year 1 - Mar	2,500
Year 1 - Apr	3,000
Year 1 - May	3,000
Year 1 - Jun	3,000
Year 1 - Jul	3,000
Year 1 - Aug	4,500
Year 1 - Sep	4,500
Year 1 - Oct	4,500
Year 1 - Nov	1,000
Year 1 - Dec	1,000
Total	35,000

Fill Down

Enter the Quantity" in each month

OK Cancel Help

4. Complete the entries in Projection Wizard

Projection Wizard

Entry Information

Description: Materials

Entry Choice: Quantity

Projections

1) Check the "Cont. Proj." box

Enter	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly for 12 Months	Enter Yr. by the Month		Year 1	Jan					<input checked="" type="checkbox"/>
	Annual Compounding		Year 2	Jan	<input checked="" type="checkbox"/>	9	0	4.00%	

2) Select

3) Check

4) Enter

Edit Enter Year by the Month New Projection Insert Projection Projection Description

Projection Description

Materials

Entry Choice: Quantity

		Quantity
Year 1	Jan	2,500
	Feb	2,500
	Mar	2,500
	Apr	3,000
	May	3,000
	Jun	3,000
	Jul	3,000
	Aug	4,500
	Sep	4,500
	Oct	4,500
	Nov	1,000
	Dec	1,000
Total		35,000

then Compounding at 4.00% per year for next 9 years

Repairs & Maintenance

The organization will enter into a maintenance service contract as follows;

Year 1. \$9,000 per month for 1 Year & 3 months

Then \$12,000 per month for three years

Then \$15,000 per month until the end of the Analysis Period

In the "Project Entry Using..." select "Stepped Projection" option

1. Select the "Repairs & Maintenance" row in the Expenses folder & click on Projection Wizard button
2. Select "Stepped Projection" to display the Stepped Projection dialog

Paid	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly for 12 Months	Constant (Fill Right)	\$ 0	Year 1	Jan		1	0		

3. Stepped Projection Dialog. Select "Enter Value" and set the "Number of Terms" to 3 and click "OK"

New value at "End of Term" based on:

☐ Annual Compounding Rate Increase

☒ Enter Value

☐ \$ Increase

☐ % Increase

No. of Terms:

☒ Hide Example

Example

Stepped Projection for "Enter value"

New Value using "Enter Value" of \$15.00

\$10 per Sq. Ft. per Yr.

New Value: \$15.00 per Sq. Ft. per Yr.

Term No. 1: Three years

Term No. 2: Four years

OK Cancel Help

4. Complete the Projection Wizard entries

Projection Wizard

Entry Information

Description: Repairs & Maintenance

Entry Choice: \$ per Mo

Projections

4) Enter Value for next year

Paid	Project Entry Using...	Entry	Term	Start Date		Time Period			Increase	Cont. Proj.
				Year	Month	To End	Yrs	Mos		
Monthly	Stepped Projection	\$ 9,000	1	Year 1	Jan		1	3	\$ 12,000	
			2	Year 2	Apr		3	0	\$ 15,000	
			3	Year 5	Apr	<input checked="" type="checkbox"/>	5	9		

1) Select 2) Enter 3) Enter 5) Enter 6) Enter 7) Check

Edit Stepped Projection New Projection Insert Projection Projection Description

Projection Description

Repairs & Maintenance

Entry Choice: \$ per Month

Year 1 Jan Stepped Projection

Term 1: \$9,000 per Month paid monthly for 1 year and 3 months

Term 2: Changed to \$12,000 per Month paid monthly for 3 years

Term 3: Changed to \$15,000 per Month paid monthly for 5 years and 9 months

Utilities

\$8,000 per month for the first 12 months then increasing at 5.00% per year compounding until the end of the Analysis Period

Projection Wizard Entries

Projection Wizard

Entry Information

Description: Utilities

Entry Choice: \$ per Mo

Projections

Paid	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly for 12 Months	Annual Compounding	\$ 8,000	Year 1	Jan	<input checked="" type="checkbox"/>	10	0	5.00%	

Select ↑ Select ↑ Enter ↑ Check ↑ Enter ↑

[New Projection](#) [Insert Projection](#) [Projection Description](#)

Projection Description

Utilities

Entry Choice: \$ per Month

Year 1 Jan \$8,000 per Month paid monthly for 12 months

Compounding at 5.00% per year for next 9 years

Insurance

Paid every 12 Months in June. \$25,000 Year 1 June then increasing at 4.00% per year compounding until the end of the Analysis Period

1. Change the "Entry Choice" in the Expense Folder to "\$ per Yr" and click on the projection Wizard button

Expenses			
Description	Entry Choice	Qty	Category
Labor	\$ per Mo	—	Common
Materials	\$ per Unit and Quantity	—	Common
	Quantity	—	
Repairs & Maintenance	\$ per Mo	—	Common
Utilities	\$ per Mo	—	Common
Insurance	\$ per Yr	—	Common
Incremental Overhead	% of Expense(s)	—	Common
Sales Commissions	% of Revenue(s)	—	Common

Select ↑

2. Projection Wizard entries

Projection Wizard
Entry Information
Description: Insurance
Entry Choice: \$ per Yr

Projections

Paid	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Every 12 Months	Annual Compounding	\$ 25,000	Year 1	Jun	<input checked="" type="checkbox"/>	10		4.00%	

Select ↑ Select ↑ Enter ↑ Select ↑ Check ↑ Enter ↑

New Projection Insert Projection Projection Description

Projection Description
Insurance
Entry Choice: \$ per Year
Year 1 Jun \$25,000 per Year paid every 12 months
Compounding at 4.00% per year for next 9 years

Incremental Overhead

Incremental Overhead is 6.00% of expenses

1. Change the "Entry Choice" in the Expense Folder to "% of Expenses" which displays the "% of Expenses" dialog

Expenses			
Description	Entry Choice	Qty	Category
Labor	\$ per Mo	—	Common
Materials	\$ per Unit and Quantity	—	Common
	Quantity	—	
Repairs & Maintenance	\$ per Mo	—	Common
Utilities	\$ per Mo	—	Common
Insurance	\$ per Yr	—	Common
Incremental Overhead	% of Expense(s)	—	Common
Sales Commissions	% of Revenue(s)	—	Common

Select ↑

2. % of Expenses Dialog. Select all the Expenses and click on the "OK" button

Expenses

Select

	Description
<input checked="" type="checkbox"/>	Labor
<input checked="" type="checkbox"/>	Materials
<input checked="" type="checkbox"/>	Repairs & Maintenance
<input checked="" type="checkbox"/>	Utilities
<input checked="" type="checkbox"/>	Insurance

OK

Cancel

Help

3. Projection Wizard entries

Projection Wizard

Entry Information

Description: Incremental Overhead

Entry Choice: % of Expense(s)

Projections

Enter	Project Entry Using...	%	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly for 12 Months	Constant (Fill Right)	6.00%	Year 1	Jan	<input checked="" type="checkbox"/>	10	0		

Enter Check

Projection Description

Incremental Overhead

Entry Choice: % of Expense(s)

Labor

Materials

Repairs & Maintenance

Utilities

Insurance

Year 1 Jan 6.00% of Expense(s) for 12 months

Constant per year for next 9 years

Sales Commissions

Sales Commission: 10.00% of Revenue

1. Add a row in the Expense Folder called "Sales Commissions" and change the "Entry Choice" in the Expense Folder to "% of Revenues" and select all the revenues

Expenses			Expenses	
Description	Entry Choice	Qty	Category	
Labor	\$ per Mo	—	Common	
Materials	\$ per Unit and Quantity	—	Common	
	Quantity	—		
Repairs & Maintenance	\$ per Mo	—	Common	
Utilities	\$ per Mo	—	Common	
Insurance	\$ per Yr	—	Common	
Incremental Overhead	% of Expense(s)	—	Common	
Sales Commissions	% of Revenue(s)	—	Common	

↑ Add row & enter the description ↑ Select

2. % of Revenues Dialog select the <Revenue or Cost Savings>

Revenues

Select

	Description
<input checked="" type="checkbox"/>	<Revenue or Cost Savings>

OK Cancel Help

3. Projection Wizard entries

Projection Wizard

Entry Information

Description: Sales Commissions
Entry Choice: % of Revenue(s)

Projections

Enter	Project Entry Using...	%	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly for 12 Months	Constant (Fill Right)	10.00%	Year 1	Jan	<input checked="" type="checkbox"/>	10	0		

Enter ↑ Check ↑

Projection Description

Sales Commissions
Entry Choice: % of Revenue(s)
Sales
Year 1 Jan 10.00% of Revenue(s) for 12 months
Constant per year for next 9 years

The Expense Folder entries and projections are complete.

Go the Revenue Folder

Revenue Folder

Sales

Entering the sales revenue involves;

- Changing the Description from <Revenue or Cost Savings> to "Sales"
- Entering and projecting the Unit Price
- Entering and projecting the quantity sold

This is achieved by using the Entry Choice "\$ per Unit and Quantity" to set up the "\$ per Unit" row and the Quantity" row

\$ per Unit

Year 1 Jan \$300 per Unit entered monthly for 12 months then increasing at 4.00% compounding per year until the end of the Analysis Period

Quantity Sold

The quantity sold in the first year is;

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total
Year 1	2,500	2,500	2,500	3,000	3,000	3,000	3,000	4,500	4,500	4,500	1,000	1,000	35,000

Then increasing at 4.00% per year compounding until the end of the Analysis Period

- Change the Description in row 1 from "Revenue or Cost Savings" to "Sales"
- Change the Entry Choice from "\$ per Mo" to "\$ per Unit & Quantity"

The screenshot shows the 'Revenue' entry form. The 'Description' field is set to 'Sales'. The 'Entry Choice' dropdown menu is open, showing various options. The 'Qty' field is empty, and the 'Category' is set to 'Common'. Arrows indicate the steps: 'Change the description' points to the 'Sales' entry, and 'Select "\$ per Unit & Qty" Entry' points to the selected option in the dropdown menu.

Description	Entry Choice	Qty	Category
Sales	\$ per Unit and Quantity	—	Common
	Quantity	—	

Change the description

Select "\$ per Unit & Qty" Entry

Entry Choice

- \$ per Unit and Quantity
- \$ per Mo
- \$ per Yr
- \$ per Wk
- \$ per Day
- Amount
- \$ per Unit and Quantity
- \$ per Hour and Quantity
- % of Revenue(s)
- % of Expense(s)
- Edit list...

Entering the “Sales” revenue

Year 1 Jan \$300 per Unit entered monthly for 12 months then increasing at 4.00% compounding per year until the end of the Analysis Period

Projection Wizard entries

Projection Wizard

Entry Information

Description: Sales
Entry Choice: \$ per Unit

Projections

Enter	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly for 12 Months	Annual Compounding	\$ 300	Year 1	Jan	<input checked="" type="checkbox"/>	10	0	4.00%	

Arrows indicate the following actions:

- Select (for Enter)
- Select (for Project Entry Using...)
- Enter (for Entry)
- Check (for To End)
- Enter (for Increase)

Buttons: New Projection, Insert Projection, Projection Description

Projection Description

Sales
Entry Choice: \$ per Unit
Year 1 Jan \$300 per Unit entered monthly for 12 months
Compounding at 4.00% per year for next 9 years

Entering the “Quantity” sold

Quantity Sold

The quantity sold in the first year is;

	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total
Year 1	2,500	2,500	2,500	3,000	3,000	3,000	3,000	4,500	4,500	4,500	1,000	1,000	35,000

then increasing at 4.00% per year compounding until the end of the Analysis Period

1. Select the “Quantity” row in the Revenue Folder and click on the Projection Wizard button

Revenue		
Description	Entry Choice	Qty
Sales	\$ per Unit and Quantity	—
	Quantity	—

2. Select “Enter Yr. by the Month” to display the “Enter Yr. by the Month” dialog

Projection Wizard										
Entry Information										
Description: Sales										
Entry Choice: \$ per Mo										
Projections										
Paid	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.	
			Year	Month	To End	Yrs	Mos			
Monthly for 12 Months	Constant (Fill Right)	\$ 0	Year 1	Jan	<input checked="" type="checkbox"/>	1	0			
	Constant (Fill Right) Annual Compounding Uniform % Increase Uniform \$ Increase Stepped Proj. (Lease) Enter Yr. by the Month Single Entry. No Proj.									

Select →

3. Complete the “Enter Yr. by the Month” dialog and click the “OK” button

Enter Year by the Month

Starting Year: Year 1

Starting Month: Jan

Month	Quantity
Year 1 - Jan	2,500
Year 1 - Feb	2,500
Year 1 - Mar	2,500
Year 1 - Apr	3,000
Year 1 - May	3,000
Year 1 - Jun	3,000
Year 1 - Jul	3,000
Year 1 - Aug	4,500
Year 1 - Sep	4,500
Year 1 - Oct	4,500
Year 1 - Nov	1,000
Year 1 - Dec	1,000
Total	35,000

Fill Down

Enter the monthly sales

OK Cancel Help

Projection Wizard Entries

Projection Wizard

Entry Information

Description: Sales
Entry Choice: Quantity

Projections

Enter	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly for 12 Months	Enter Yr. by the Month	Year 1	Jan						<input checked="" type="checkbox"/>
	Annual Compounding	Year 2	Jan	<input checked="" type="checkbox"/>	9	0	4.00%		

1) Click on "Cont. Proj."

2) Select

3) Check

4) Enter

Edit Enter Year by the Month New Projection Insert Projection Projection Description

Projection Description

Sales
Entry Choice: Quantity

		Quantity
Year 1	Jan	2,500
	Feb	2,500
	Mar	2,500
	Apr	3,000
	May	3,000
	Jun	3,000
	Jul	3,000
	Aug	4,500
	Sep	4,500
	Oct	4,500
	Nov	1,000
	Dec	1,000
Total		35,000

then Compounding at 4.00% per year for next 9 years

Projection Description Report

A description of all the Expense and Revenue projections can be printed from the Report menu as follows;

Select "Projection Descriptions" on the report menu

The screenshot displays the 'Reports' menu on the left, with 'Projection Descriptions' selected and highlighted. An arrow points from this menu item to the right, where a preview of the 'EXPENSES PROJECTIONS' report is shown.

EXPENSES PROJECTIONS

Labor
Entry Choice: \$ per Month
Year 1 Jan \$75,000 per Month paid monthly for 12 months
Compounding at 3.00% per year for next 2 years
then Compounding at 4.00% per year for next 3 years
Year 7 Jan \$140,000 per Month paid monthly for 12 months
Compounding at 4.00% per year for next 3 years

Materials
Entry Choice: \$ per Unit
Year 1 Jan \$75 per Unit entered monthly for 12 months
Compounding at 4.00% per year for next 9 years

Materials
Entry Choice: Quantity

		Quantity
Year 1	Jan	2,500
	Feb	2,500
	Mar	2,500
	Apr	3,000
	May	3,000
	Jun	3,000
	Jul	3,000
	Aug	4,500
	Sep	4,500
	Oct	4,500
	Nov	1,000
	Dec	1,000
	Total	35,000

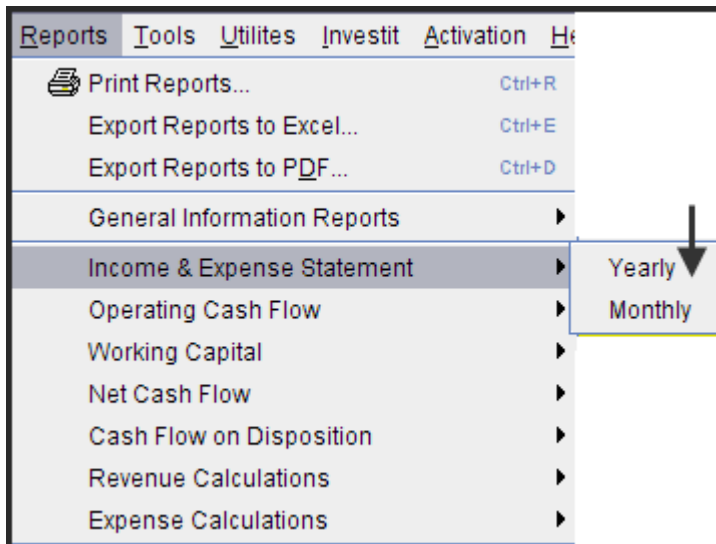
then Compounding at 4.00% per year for next 9 years

Repairs & Maintenance
Entry Choice: \$ per Month
Year 1 Jan Stepped Projection
Term 1: \$9,000 per Month paid monthly for 1 year and 3 months
Term 2: Changed to \$12,000 per Month paid monthly for 3 years
Term 3: Changed to \$15,000 per Month paid monthly for 5 years and 9 months

ETC

Income & Expense Statement

To view the results of the revenue and expense projection print the "Income & Expense Yearly Report"



Income & Expense Statement

Income & Expense Statement Yearly										
Projection Wizard Monthly Practice Set										
										August 15, 2009
										Investit Decisions
										Projection Wizard Monthly Practice Set
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
REVENUE										
Sales	10,500,000	11,356,800	12,265,668	13,268,364	14,372,397	15,543,525	16,828,300	18,193,700	19,687,722	21,271,005
Total Revenue	10,500,000	11,356,800	12,265,668	13,268,364	14,372,397	15,543,525	16,828,300	18,193,700	19,687,722	21,271,005
EXPENSES										
Labor	900,000	927,000	954,816	993,012	1,032,732	1,074,036	1,680,000	1,747,200	1,817,088	1,889,772
Materials	2,625,000	2,839,200	3,066,417	3,307,248	3,603,336	3,875,235	4,207,075	4,559,940	4,933,906	5,330,205
Repairs & Maintenance	108,000	135,000	144,000	144,000	171,000	180,000	180,000	180,000	180,000	180,000
Utilities	96,000	100,800	105,840	111,132	116,688	122,520	128,652	135,084	141,840	148,932
Insurance	25,000	26,000	27,040	28,122	29,246	30,416	31,633	32,898	34,214	35,583
Incremental Overhead	-	-	-	-	-	-	-	-	-	-
Sales Commissions	1,050,000	1,135,680	1,226,567	1,326,836	1,437,240	1,554,353	1,682,830	1,819,370	1,968,772	2,127,101
Total Expenses	4,804,000	5,163,680	5,524,680	5,910,350	6,390,242	6,836,560	7,910,190	8,474,492	9,075,820	9,711,593
Net Income	5,696,000	6,193,120	6,740,988	7,358,014	7,982,155	8,706,966	8,918,110	9,719,208	10,611,902	11,559,413