Investit Decisions

Instruction Manual
Projection Wizard Guide

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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

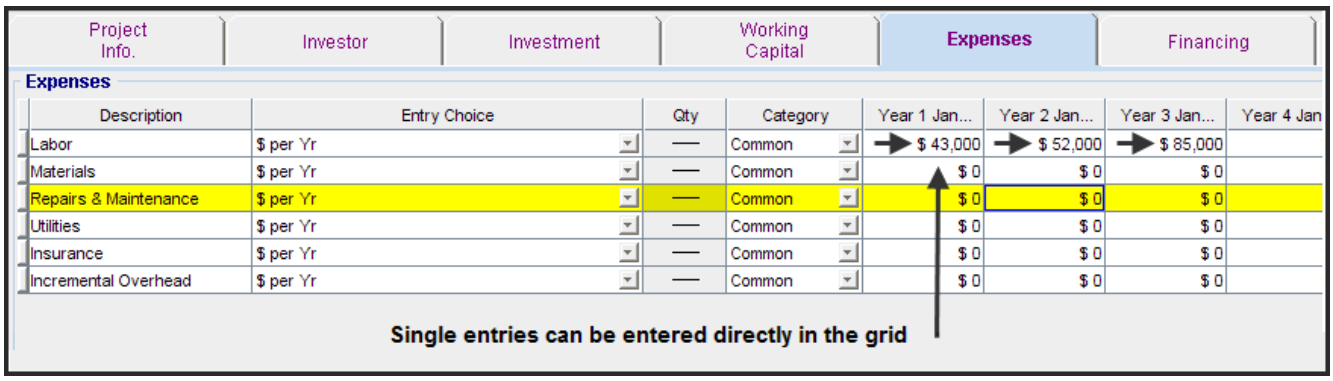
The key to using Investor Decisions is learning to use Projection Wizard

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



TWO TEMPLATES TYPES. YEARLY & MONTHLY

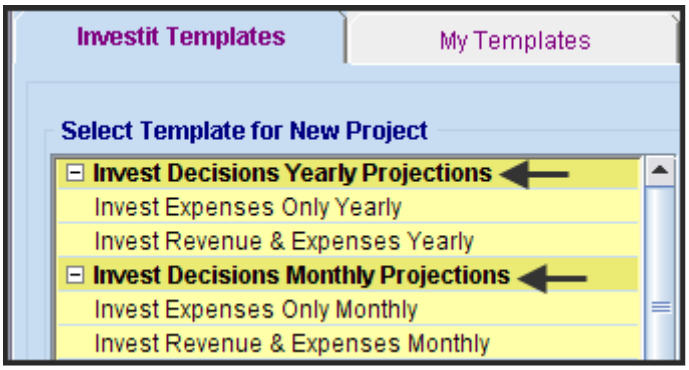
You can select either a “Yearly” template or a “Monthly” template.

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;

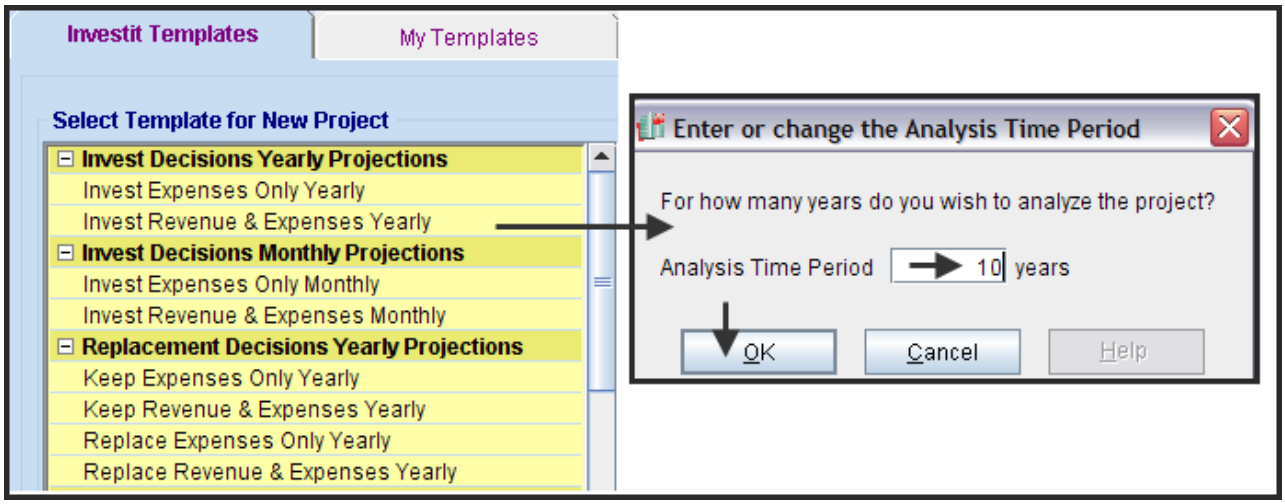
1. Revenue and expenses change during the year
2. Detailed monthly cash flows are required
3. Sales or expenses are seasonal and depend on the time of the year and require monthly entries and projections



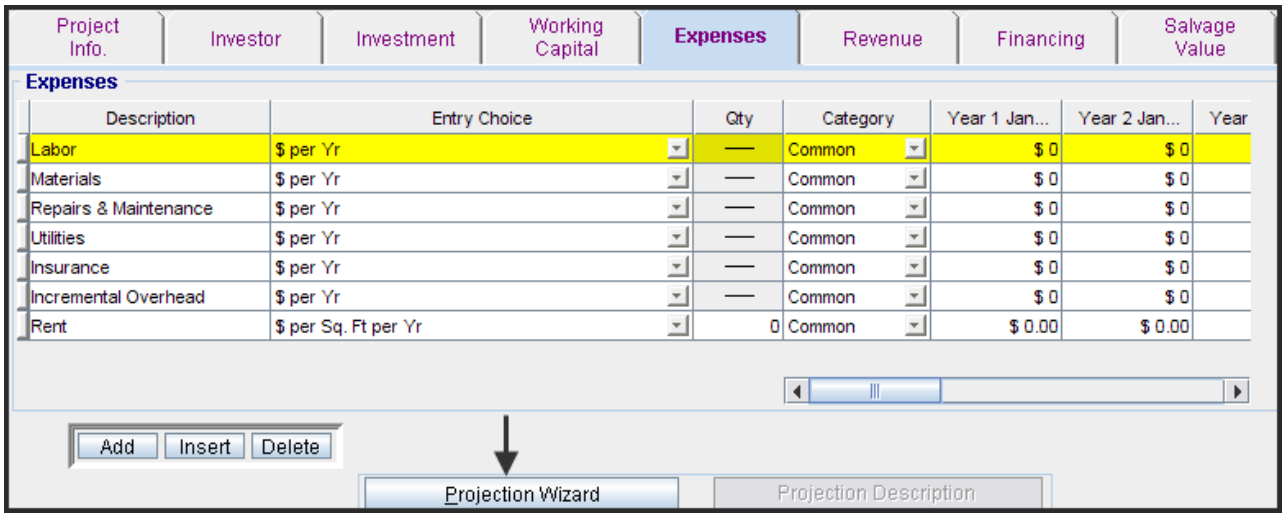
We will first explain how to use Projection Wizard for yearly projections followed by monthly projection.

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.

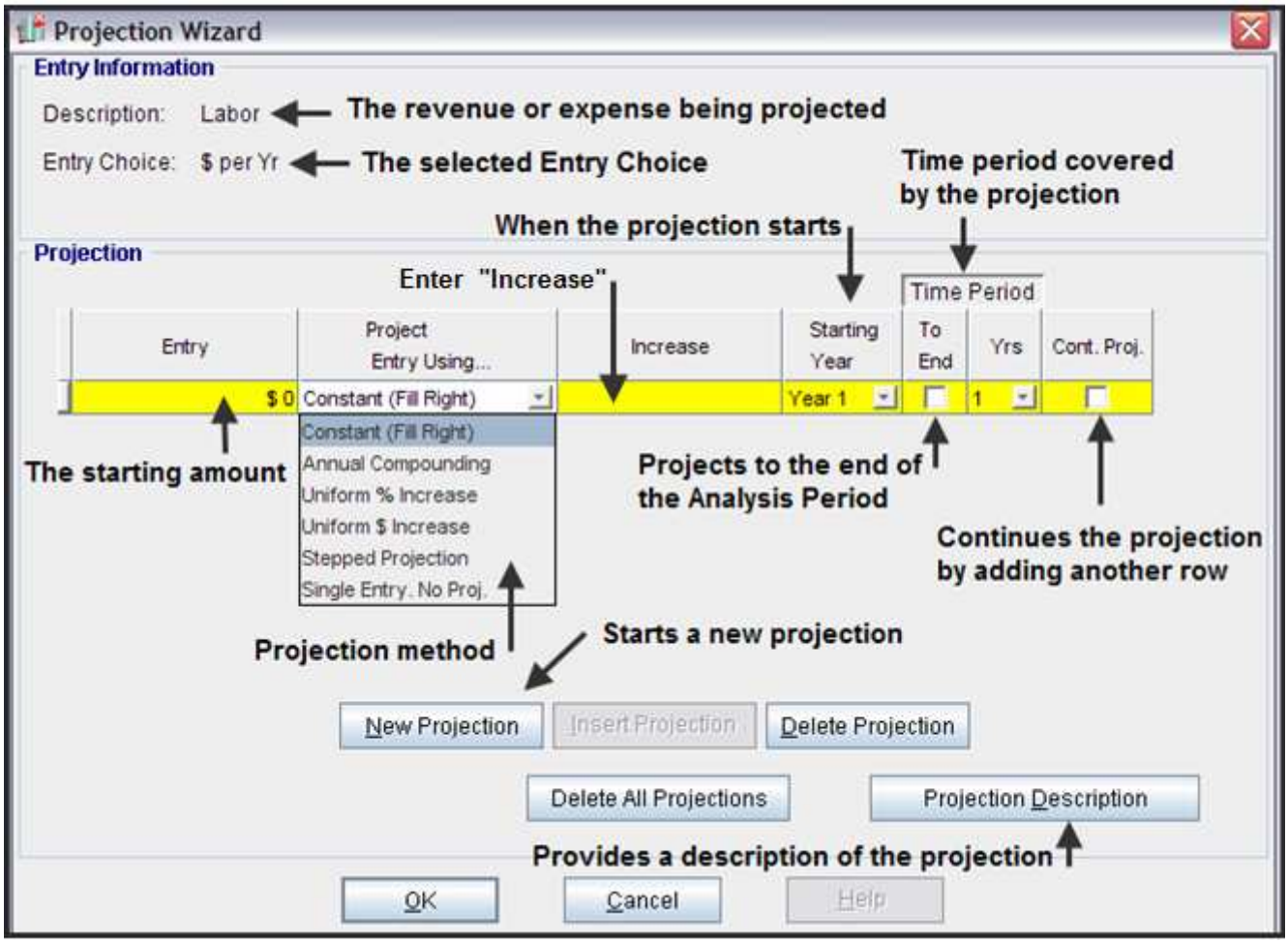


Basic Projection Wizard Operations

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



New Projection button

Finishes the projection and starts a new projection

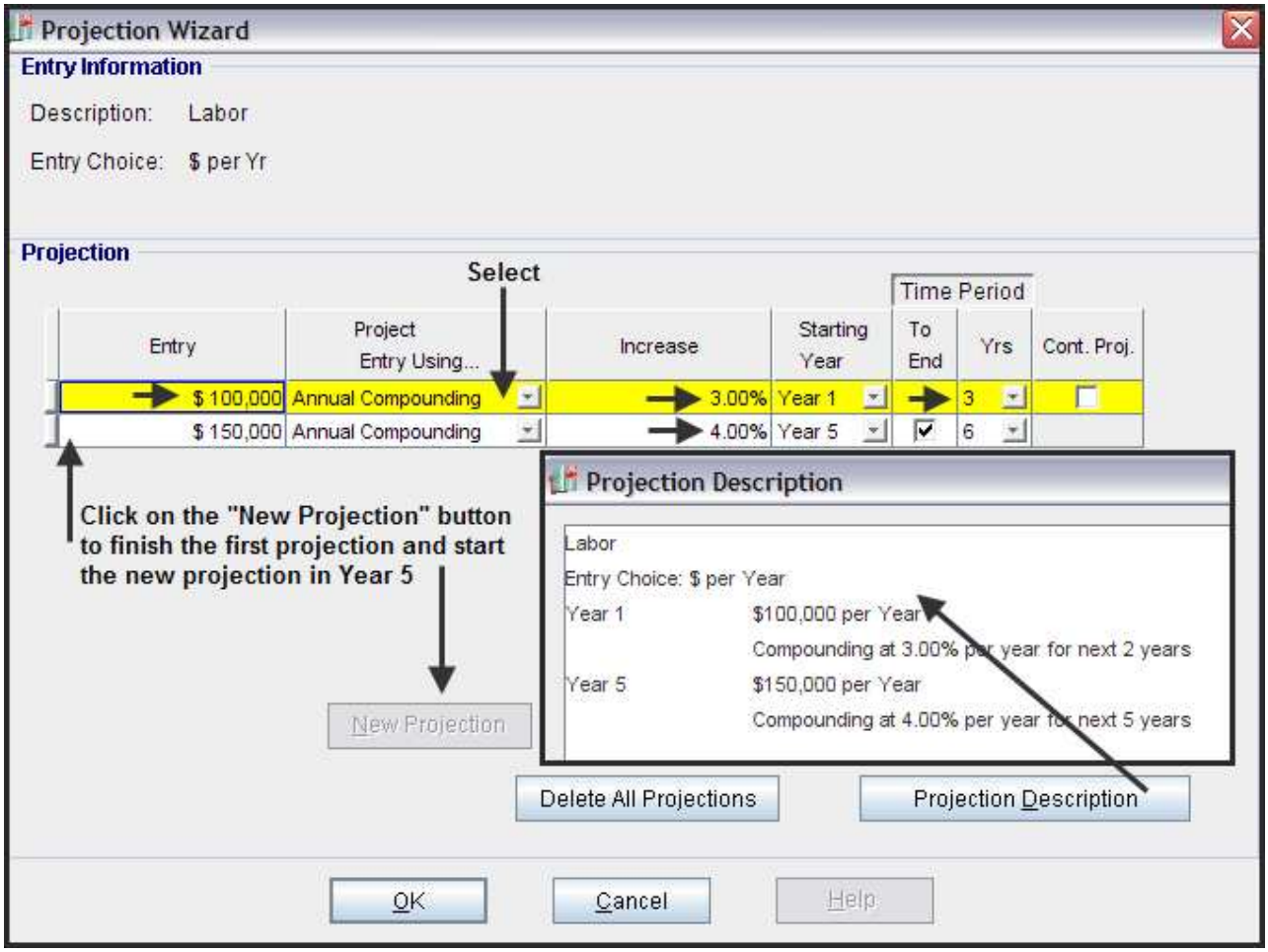
Projection Description button

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.

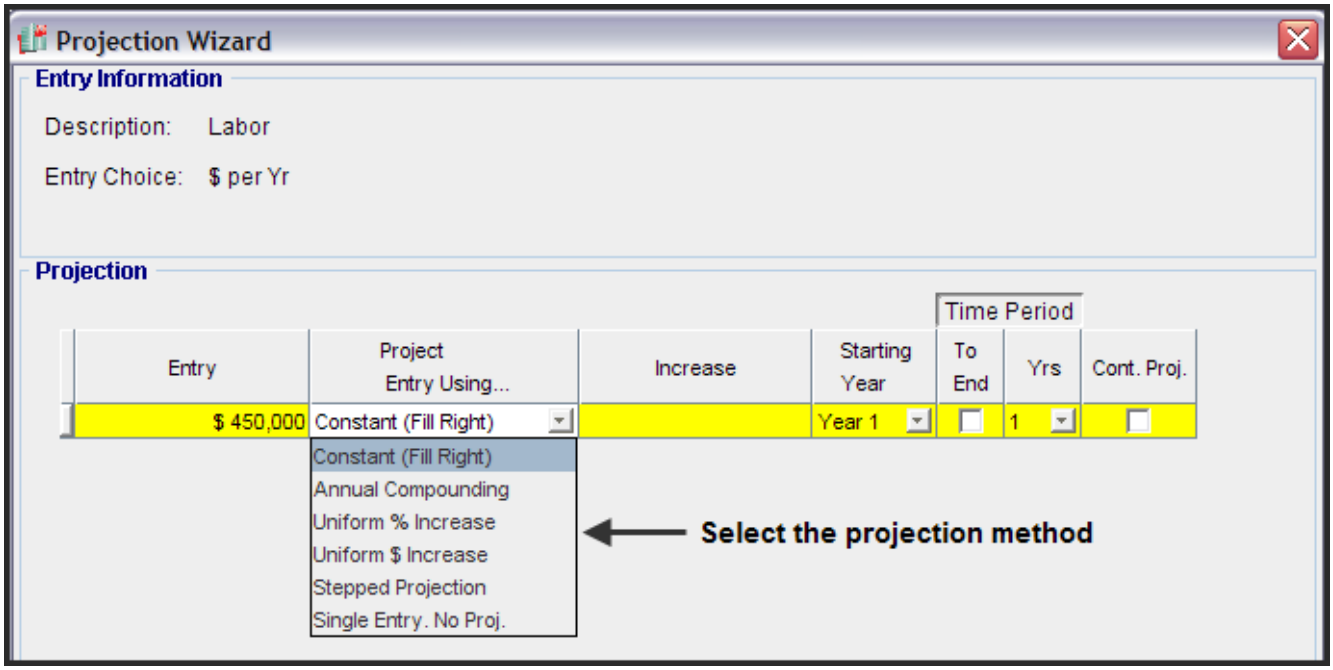
The projection starts again in Year 5 at $150,000 increasing at 4.00% compounding for the remaining time period.

Entries in Projection Wizard



Projection Options. Yearly Grids

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



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

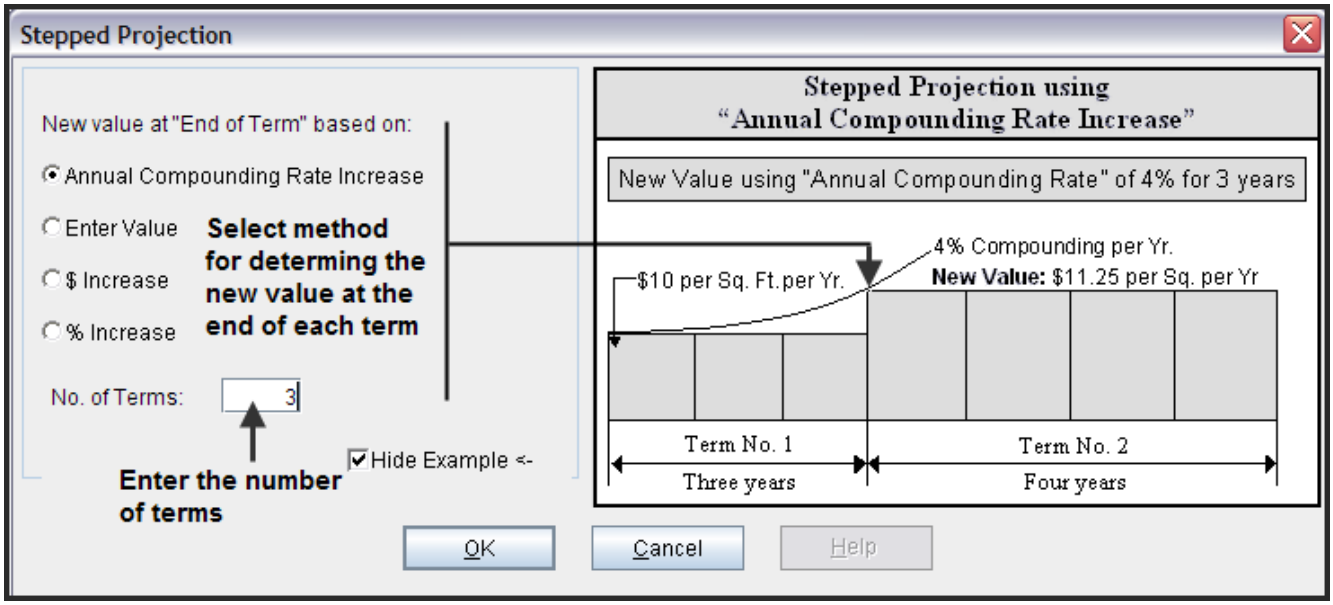
Uniform $ Increase:
The previous year is increased by a same amount each year
Example : $450,000 increased each year by $45,000

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”



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

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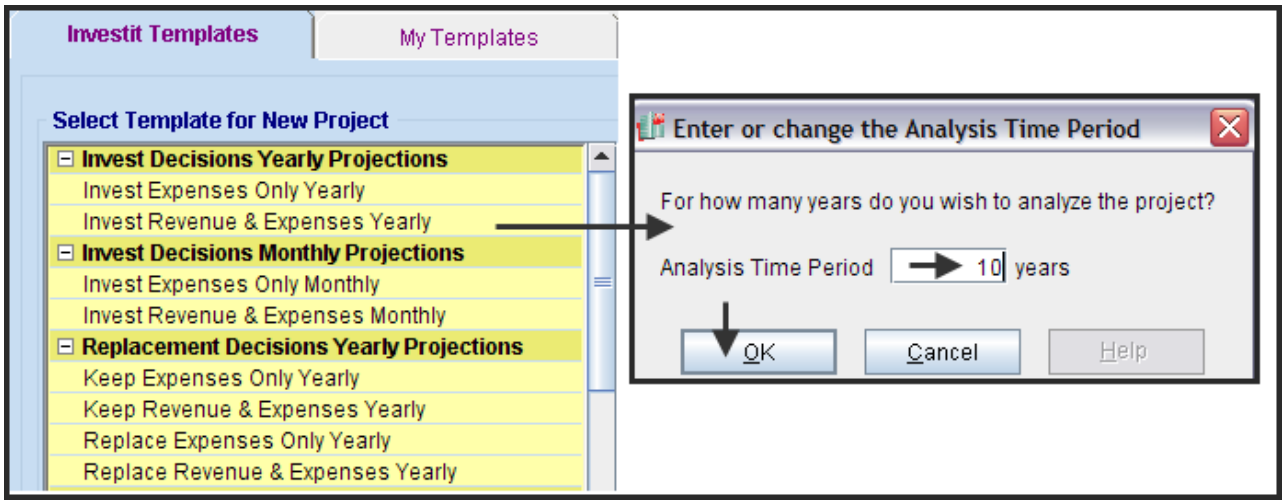
YEARLY PROJECTIONS. PRACTICE EXAMPLES

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.

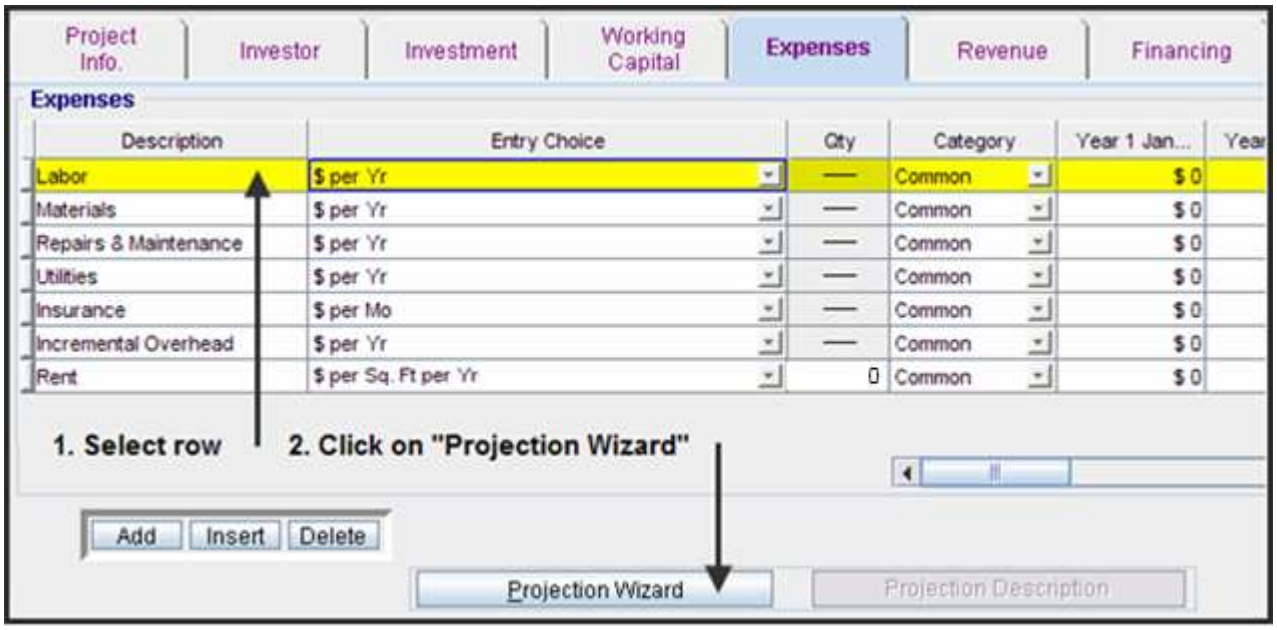
Open the following Template “Invest Revenue & Expenses Yearly” and set the Analysis Time Period to 10 years



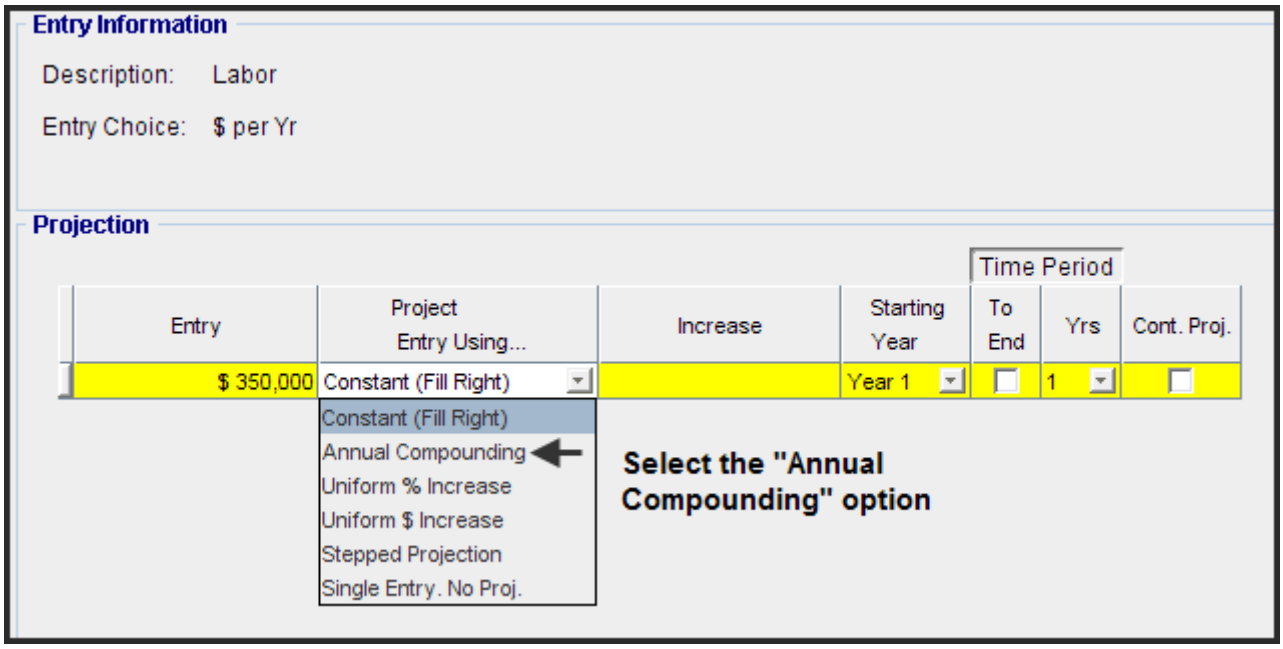
Example 1
Labor: $350,000 per year increasing at 3.00% compounding for the remaining 9 years

Steps

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

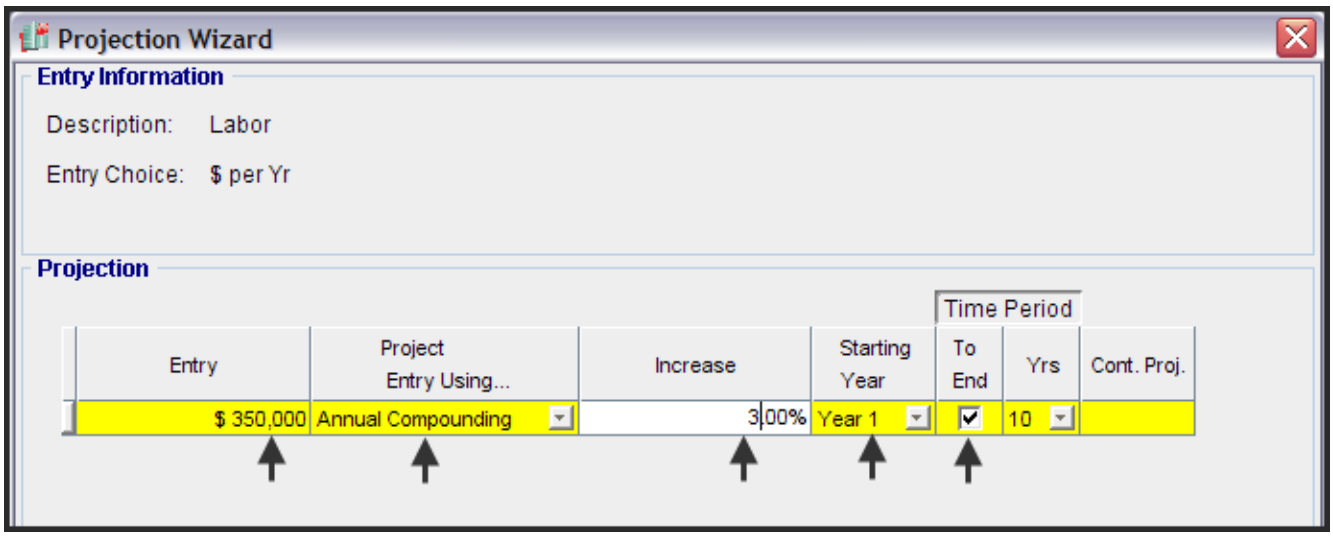


2. Select the “Annual Compounding” projection

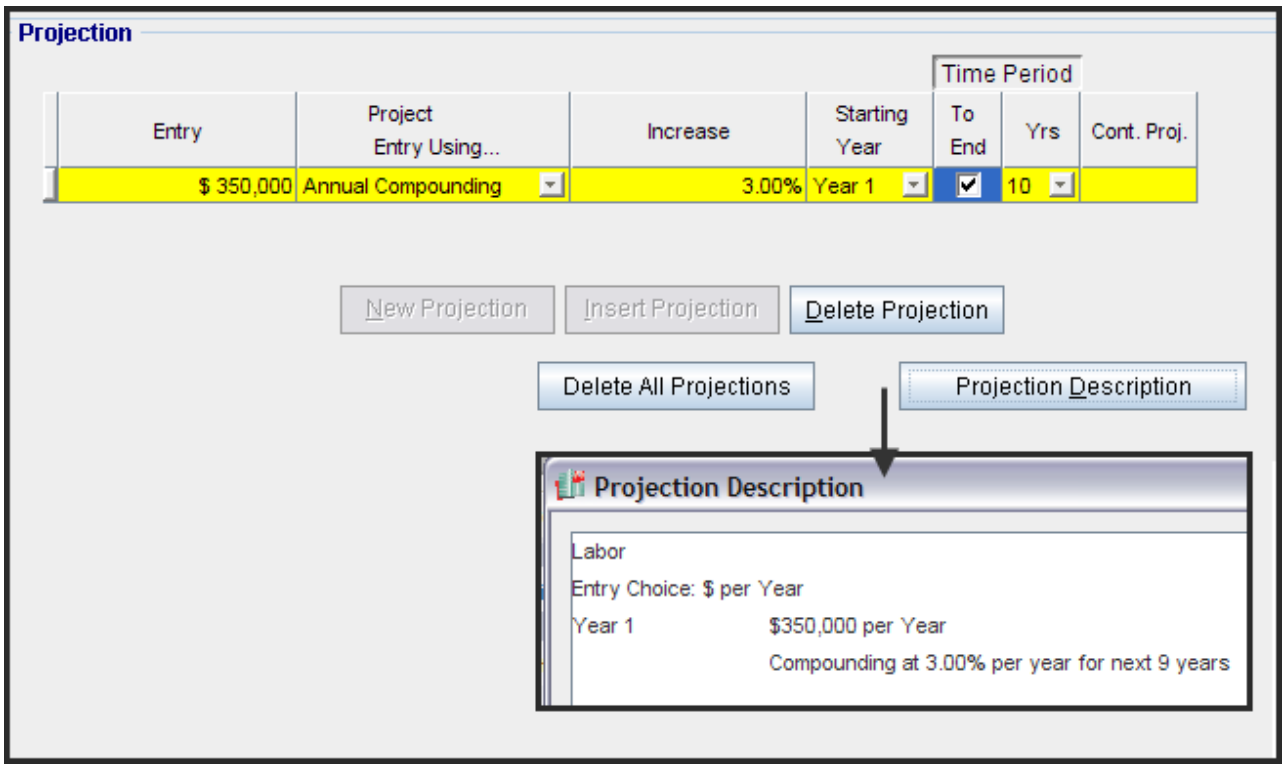


3. Complete the Projection Wizard entries

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



4. Click on the “Projection Description” button to view a description of the projection



5. The projection is complete. Click “OK” to return to the Expenses Folder

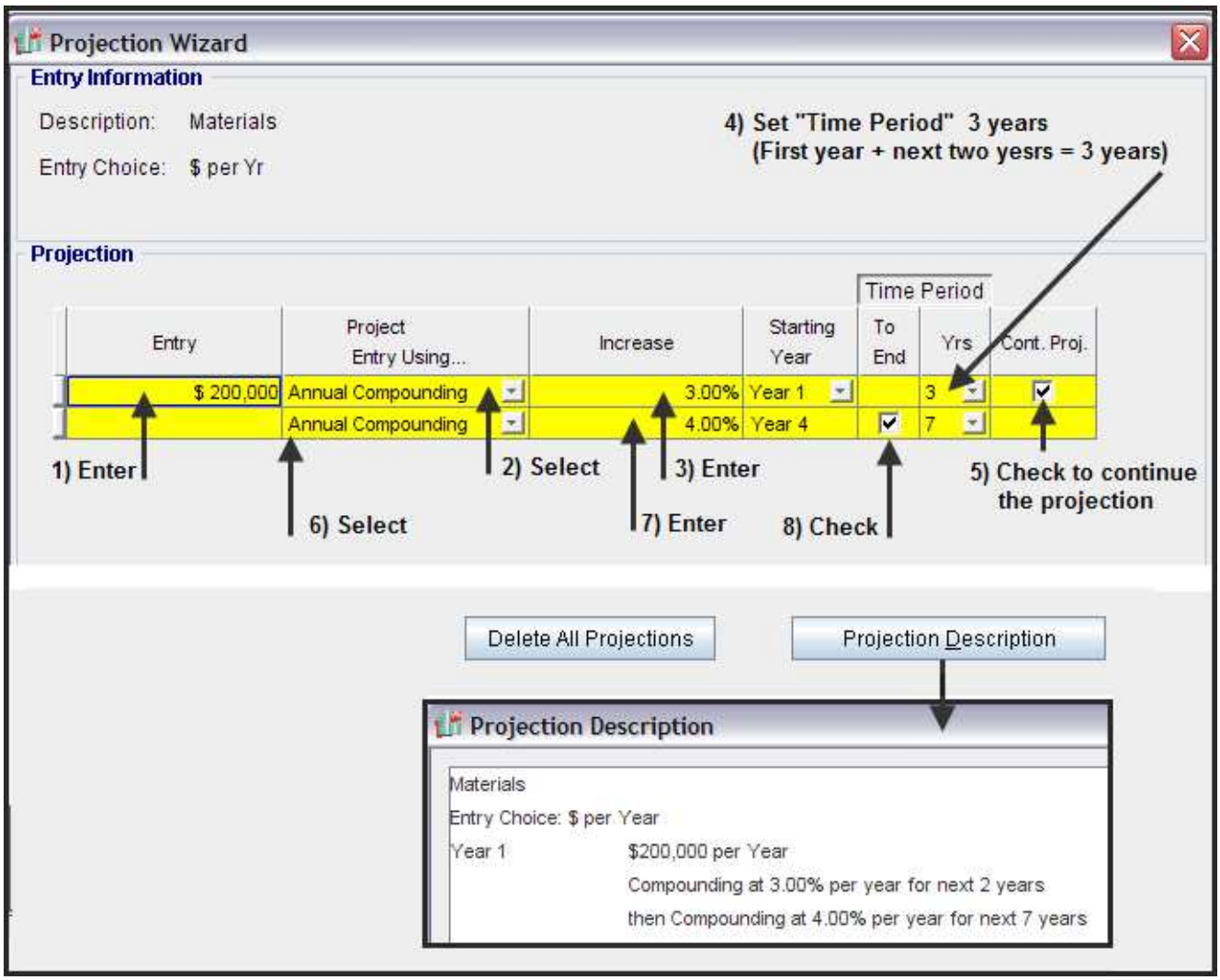
Example 2

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.



Example 3

Repairs & Maintenance:
The supplier of the equipment will service the equipment for $80,000 per year for three years.

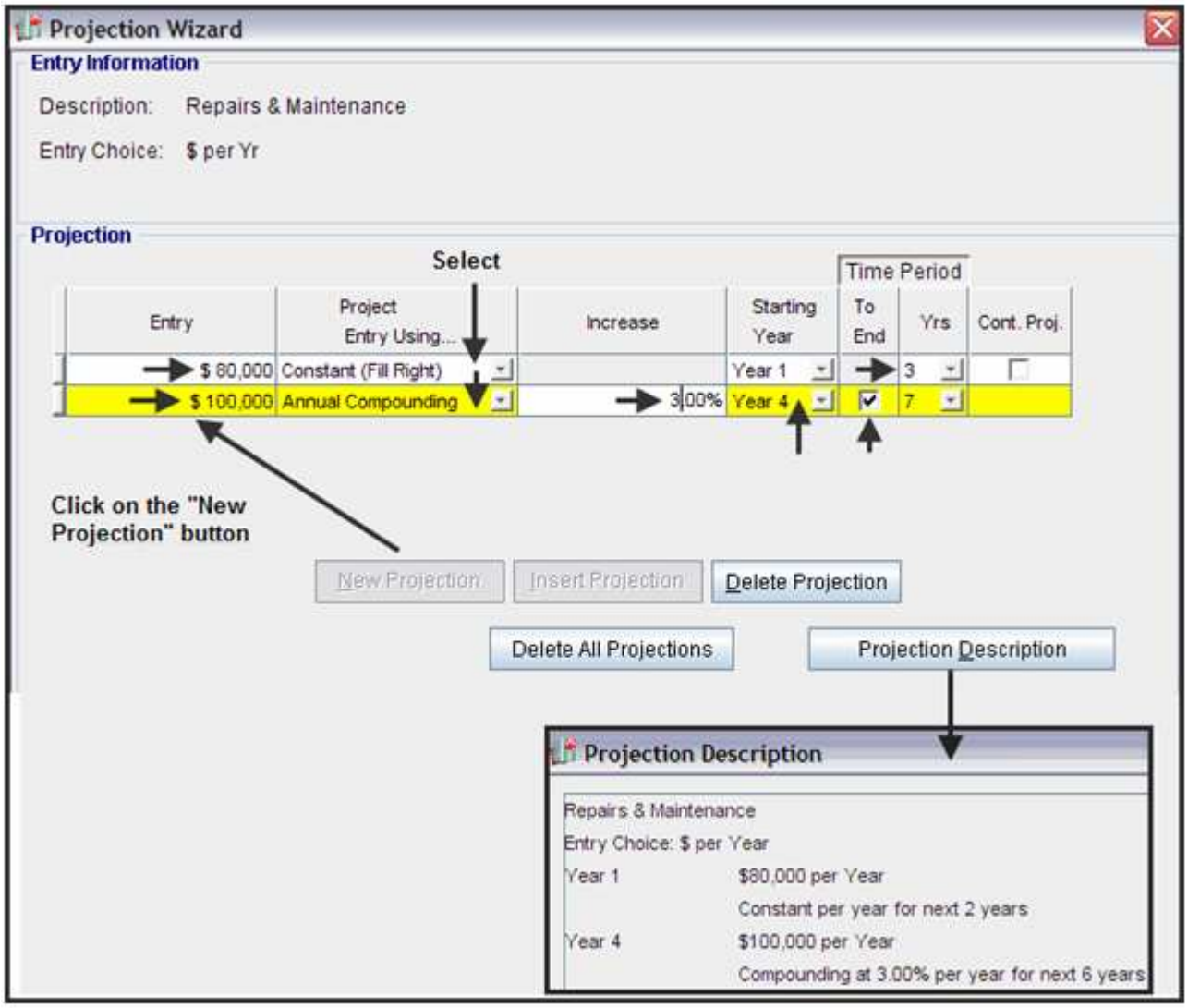
After the first three years the company will take over the maintenance of the equipment as follows;

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;

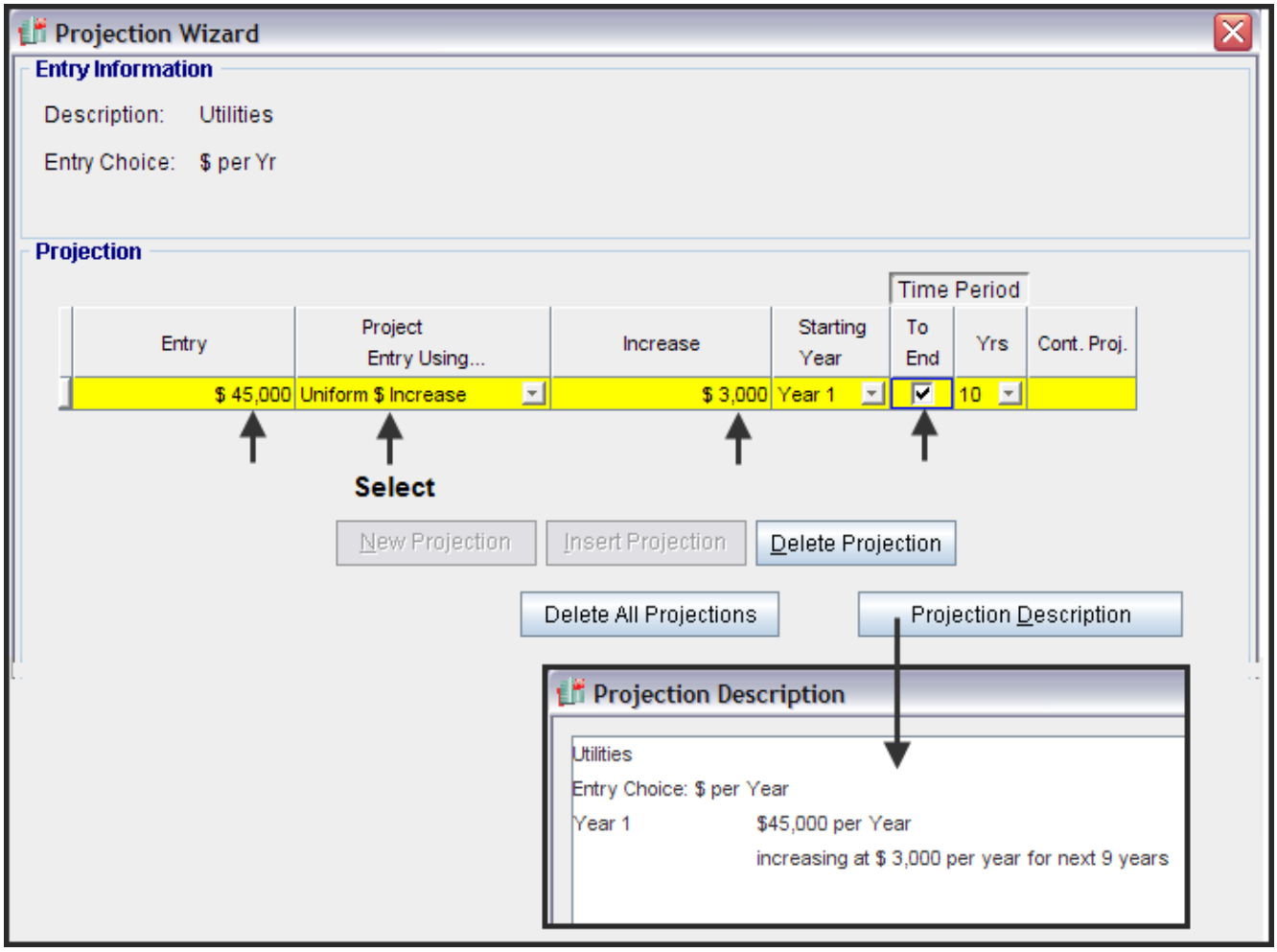


Example 4

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;



Example 5

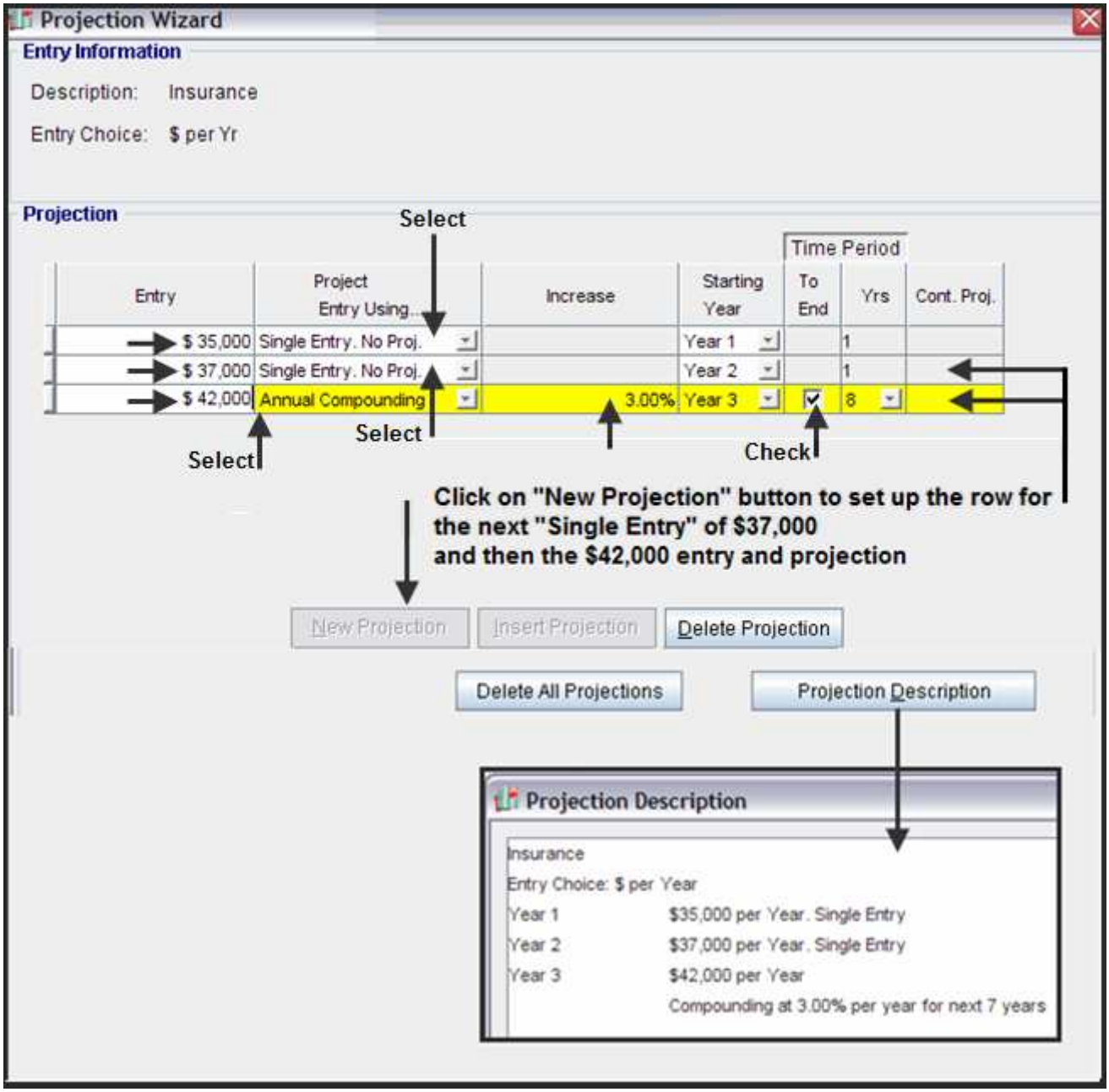
Insurance: Year 1: $35,000
Year 2: $37,000
Year 3: $42,000 then increasing at 3.00% per year compounding

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;

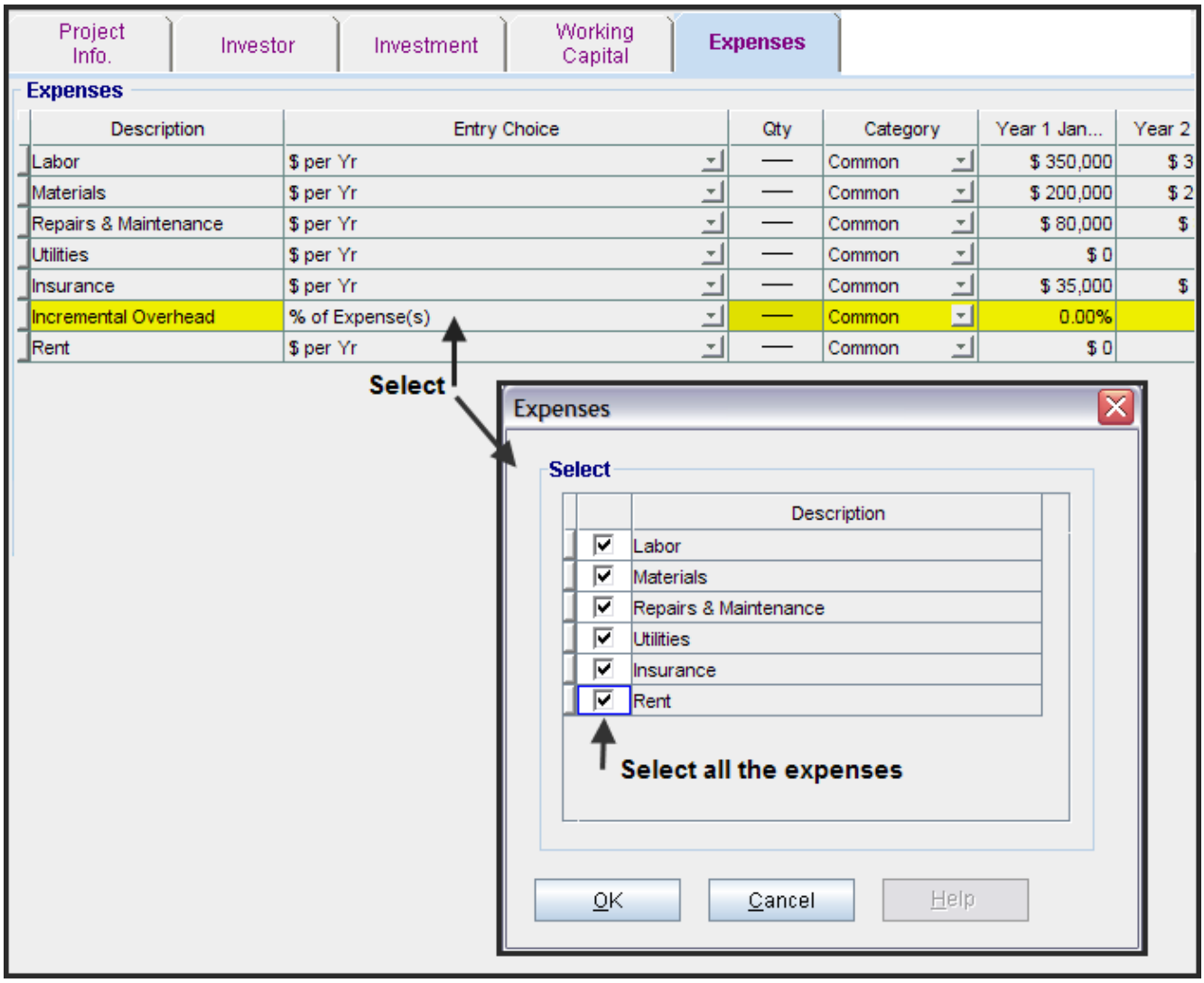


Example 6

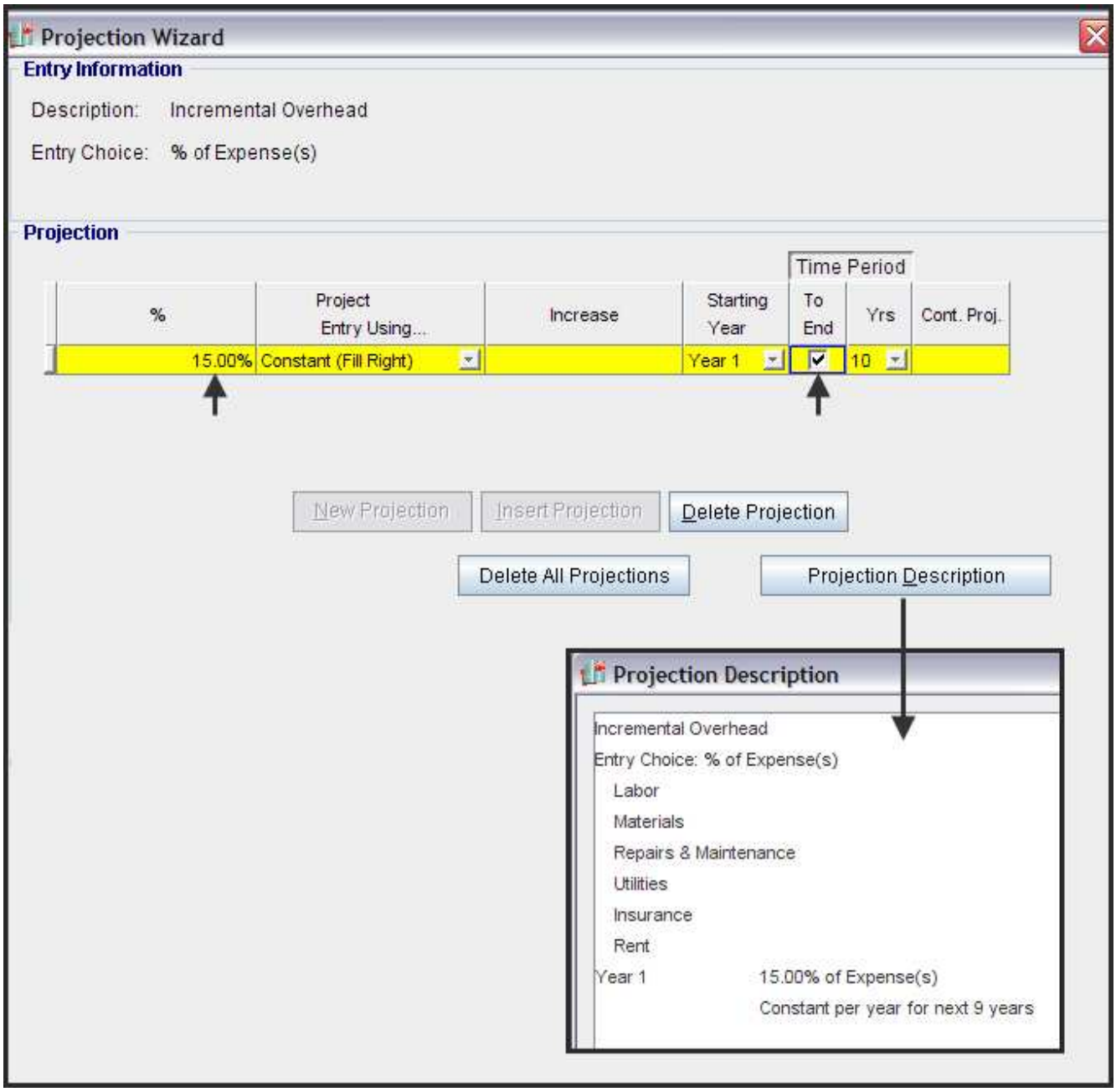
Incremental Overhead: 15.00% of expenses

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



2. Complete the Projection Wizard as follows;



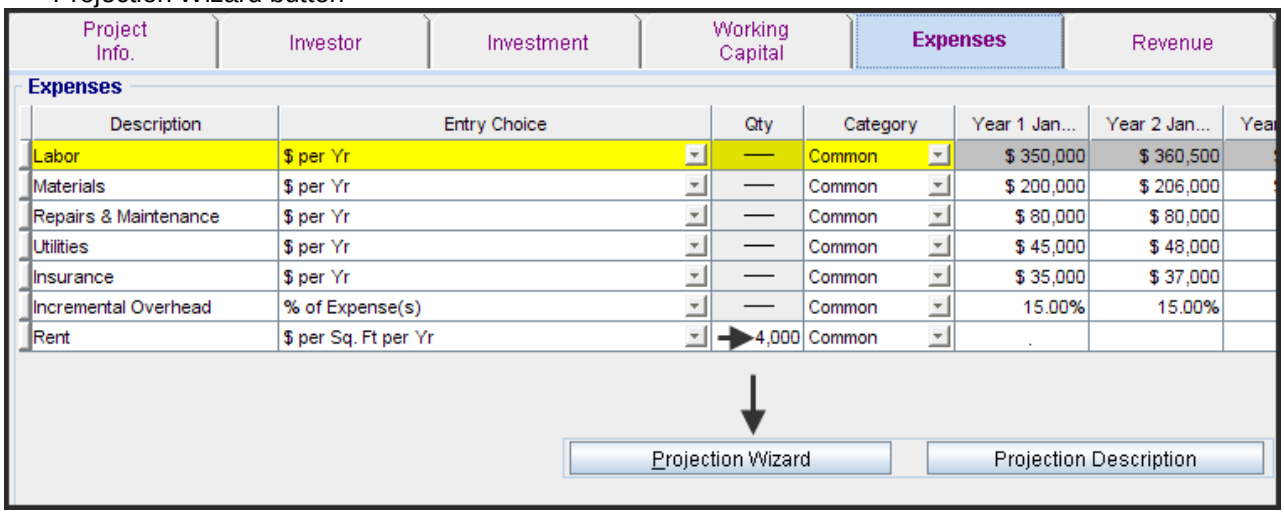
Example 8

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

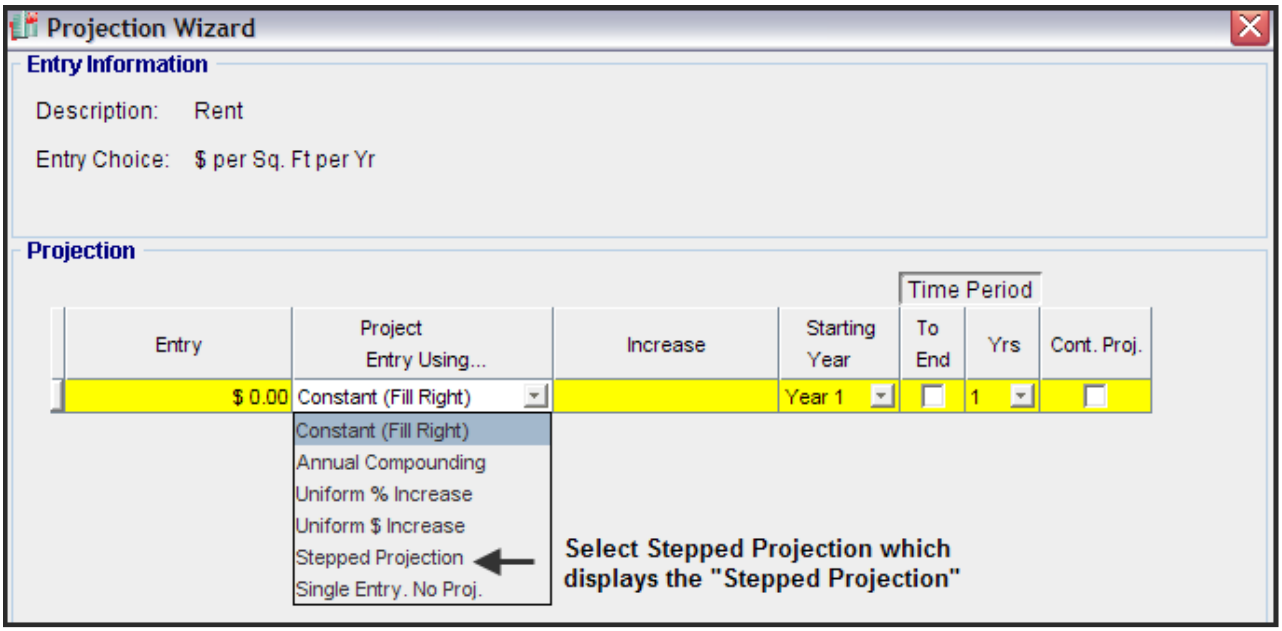
Rentable Area: 4,000 Sq. Ft
Term 1. $14.00 per Sq. Ft per Year for 4 years
Term 2. $16.00 per Sq. Ft per year for 4 years
Term 3: $17.50 per Sq. Ft per Year for 2 years

Steps

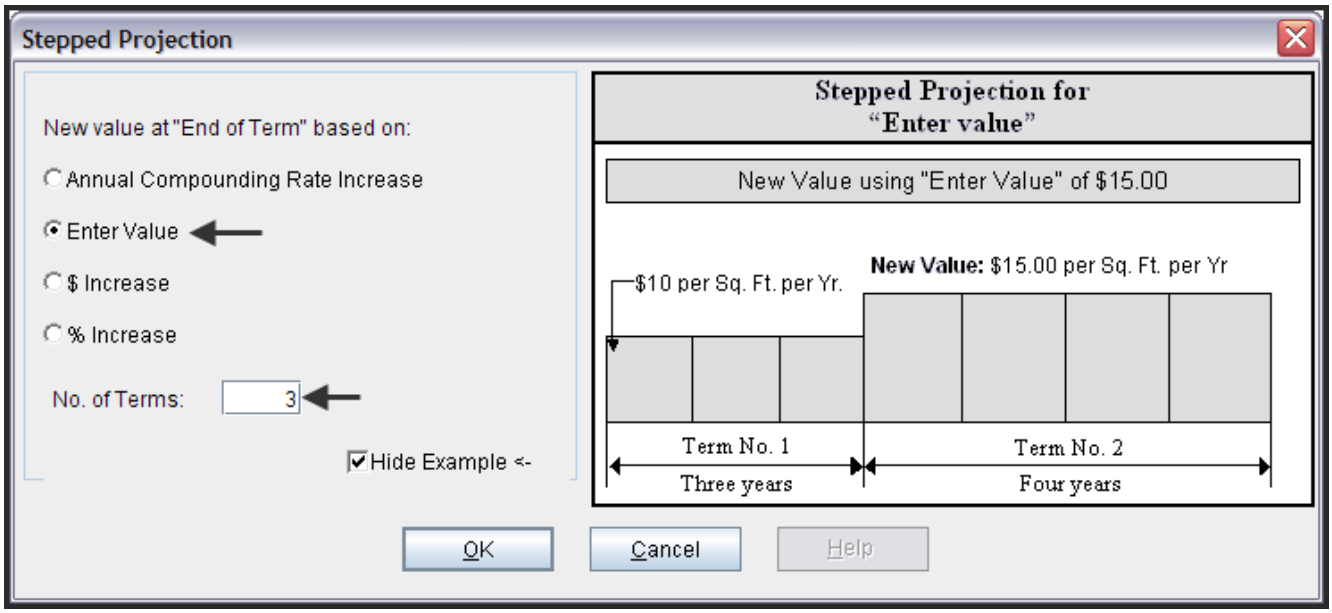
1. Select the “Rent“ row in the Expenses Folder, enter the 4,000 in the “Qty” column and click on the Projection Wizard button



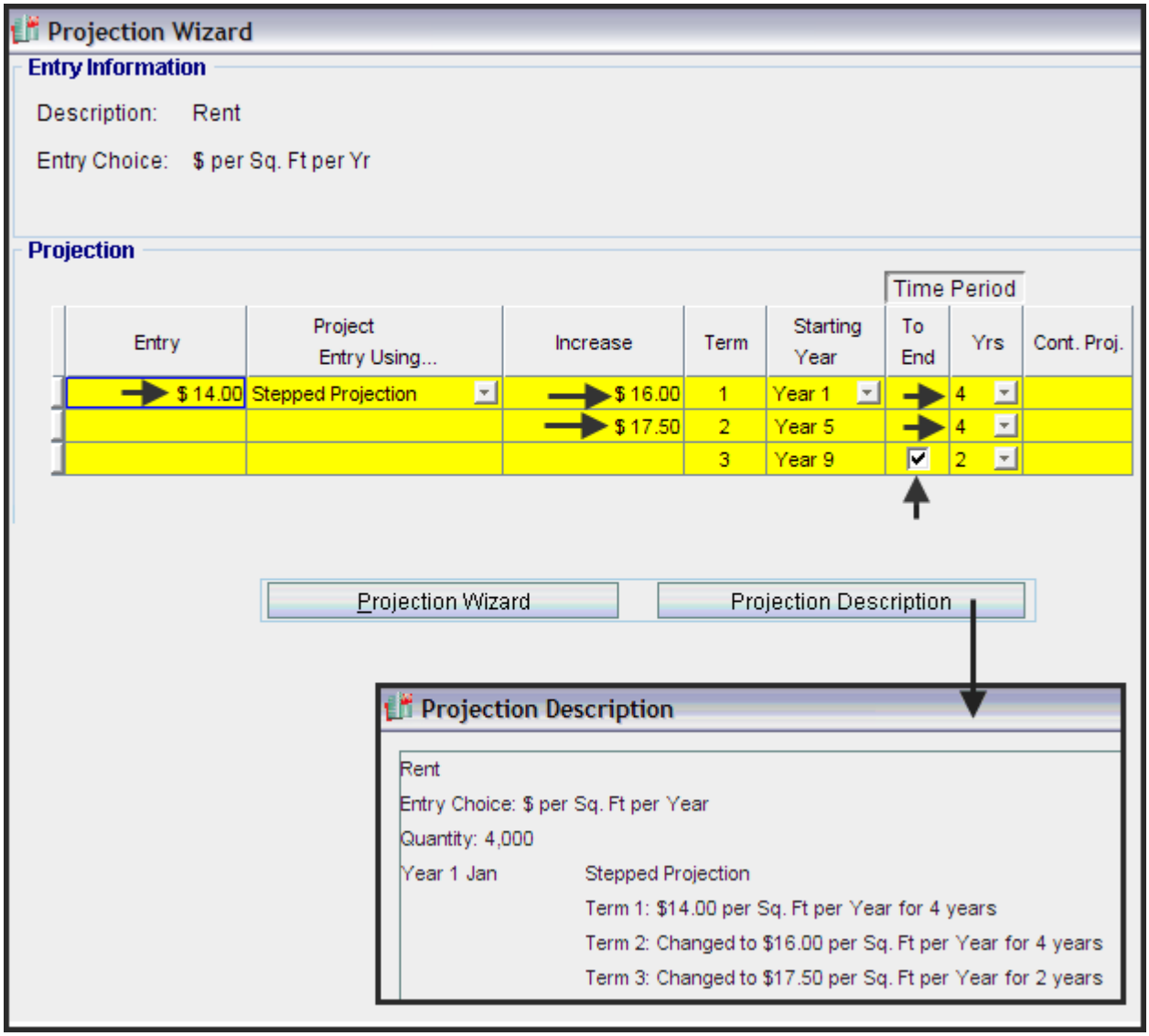
2. Select the “Stepped Projection” option in Projection Wizard which displays the “Stepped Projection” dialog



3. Complete the Stepped Projection Dialog and click OK

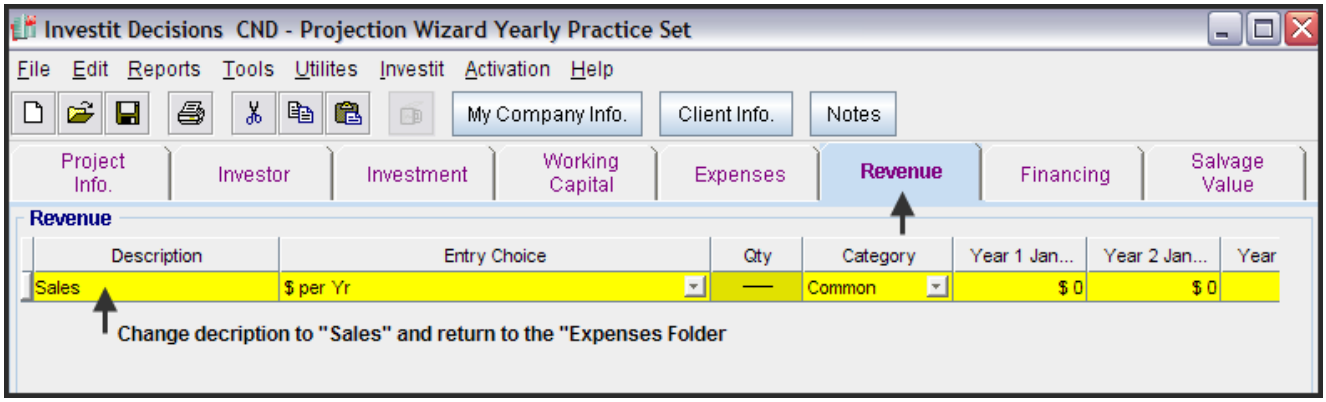


4. Complete Projection Wizard and click OK

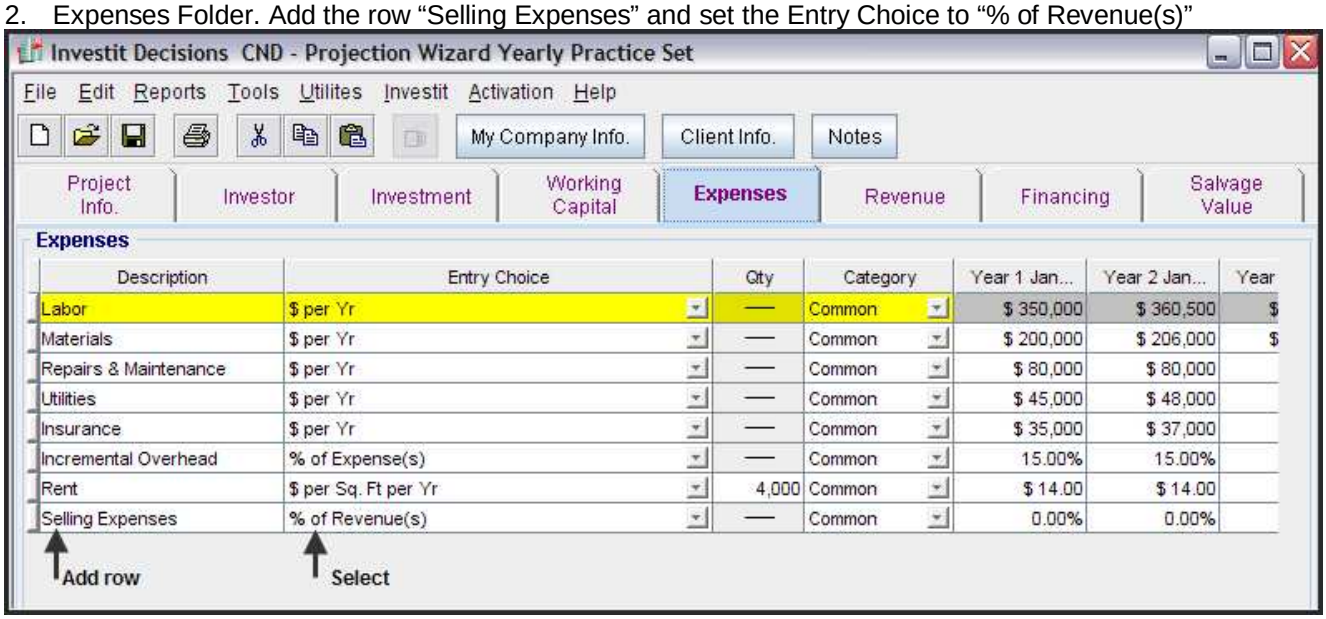

Projection Wizard
Entry Information
Description: Rent
Entry Choice: $ per Sq. Ft per Yr
Projection
Time Period
Entry
Project Entry Using...
Increase
Term
Starting Year
To End
Yrs
Cont. Proj.
$ 14.00
Stepped Projection
$ 16.00
1
Year 1
4
$ 17.50
2
Year 5
4
3
Year 9
2
Projection Wizard
Projection Description
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

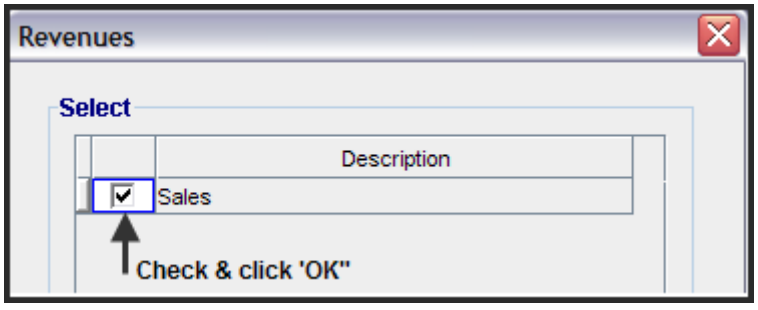
1. Go to the Revenue Folder and change the first row description to ‘Sales” and return to the Expenses Folder



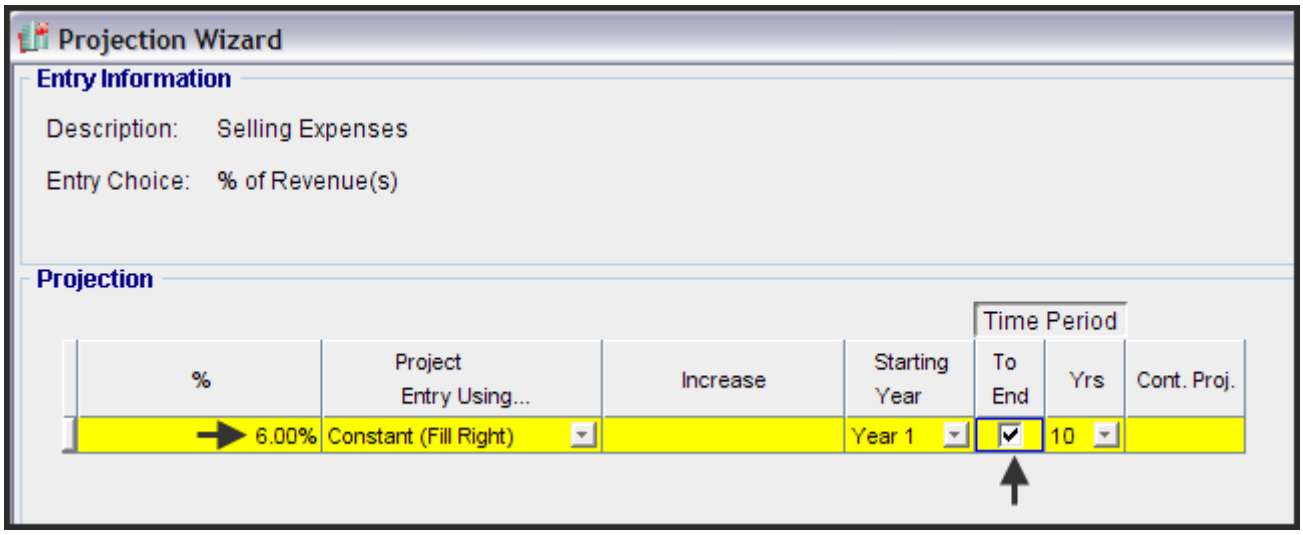
2. Expenses Folder. Add the row “Selling Expenses” and set the Entry Choice to “% of Revenue(s)”



3. Check “Sales”



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



Example 10

Revenue Folder

Description: Sales

Entry Choice: $ per Unit & Quantity

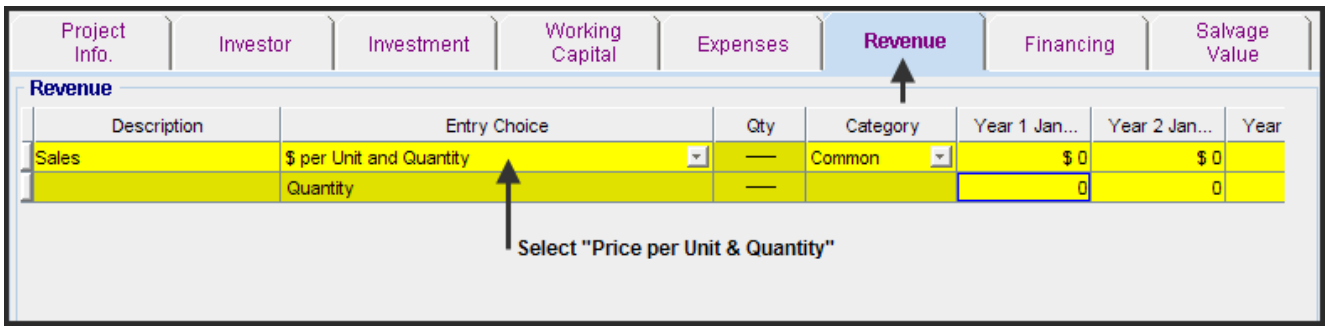
$ per Unit: Year 1 - $1,500 per Unit increasing at 3.00% compounding per year

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

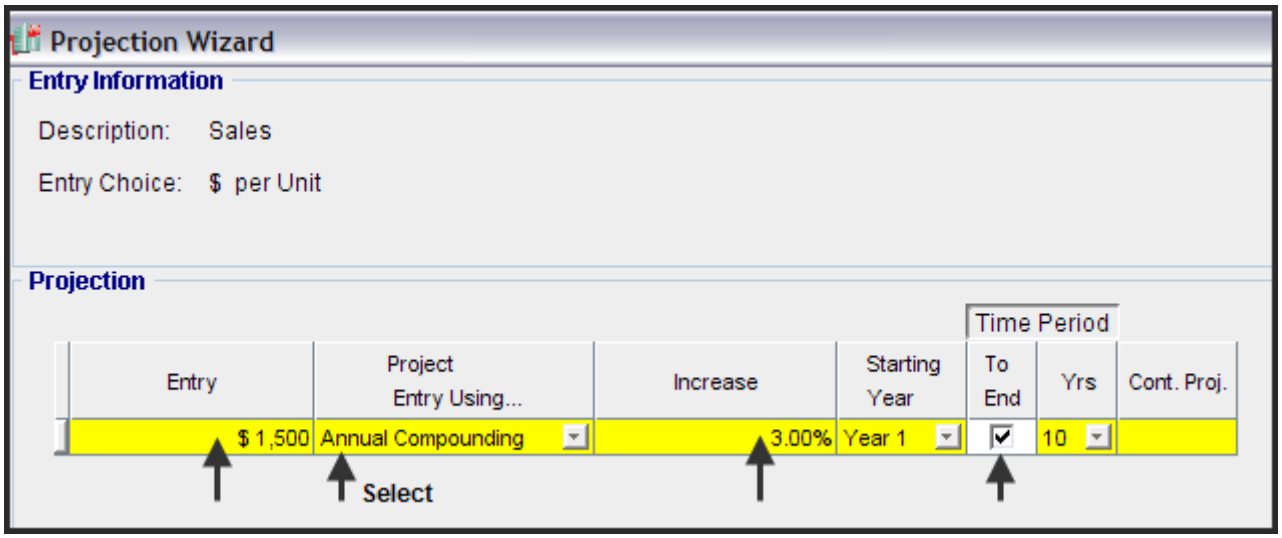
Steps

Go to the Revenue Folder

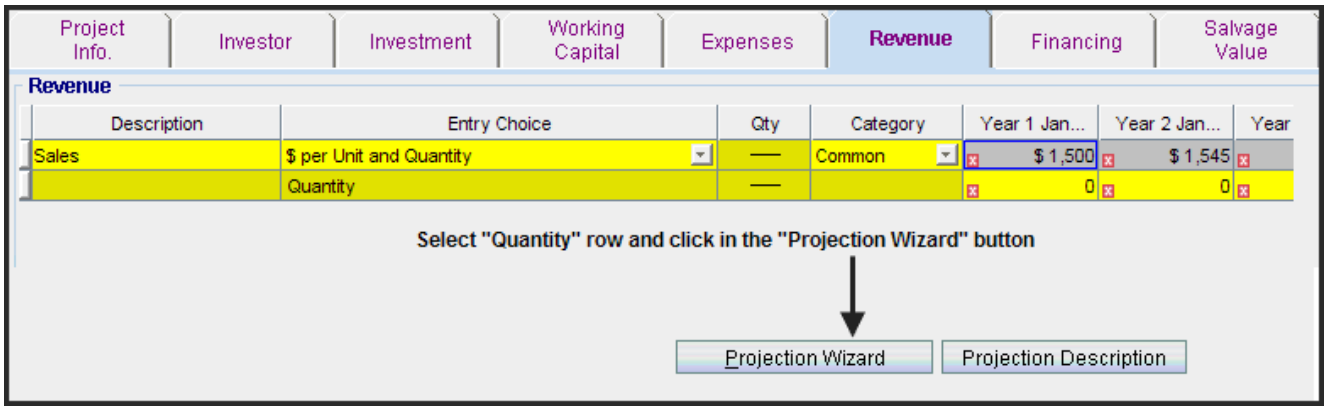
1. Set the “Sales” row Entry Choice to “$ per Unit & Quantity” as follows;



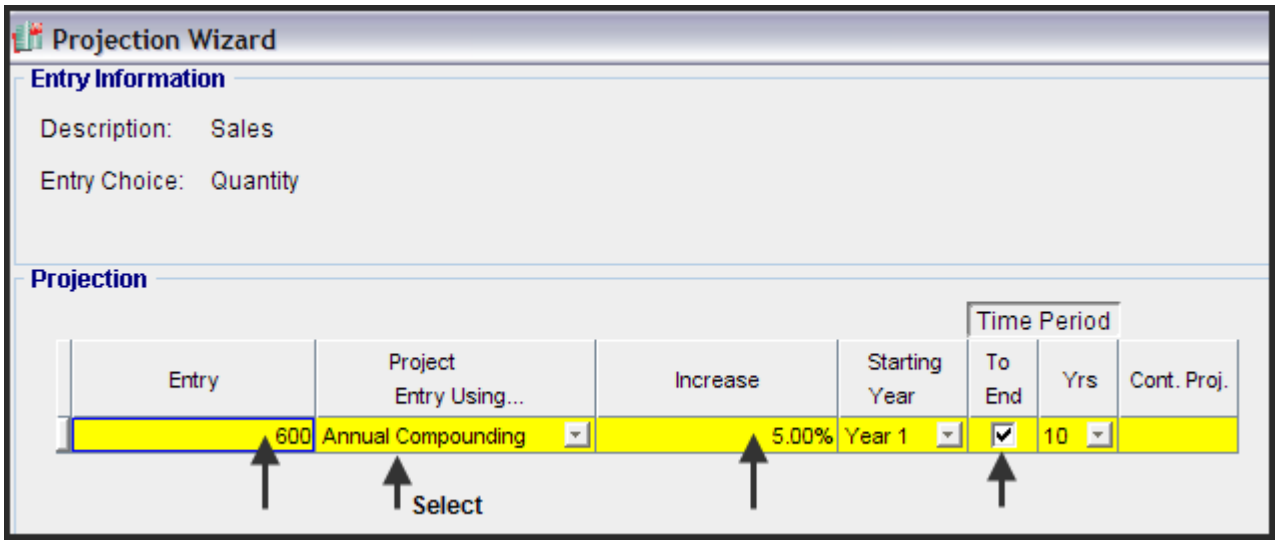
2. Click on the “Projection Wizard” button and complete the Projection Wizard as follows;



3. In the Revenue Grid select the “Quantity” row



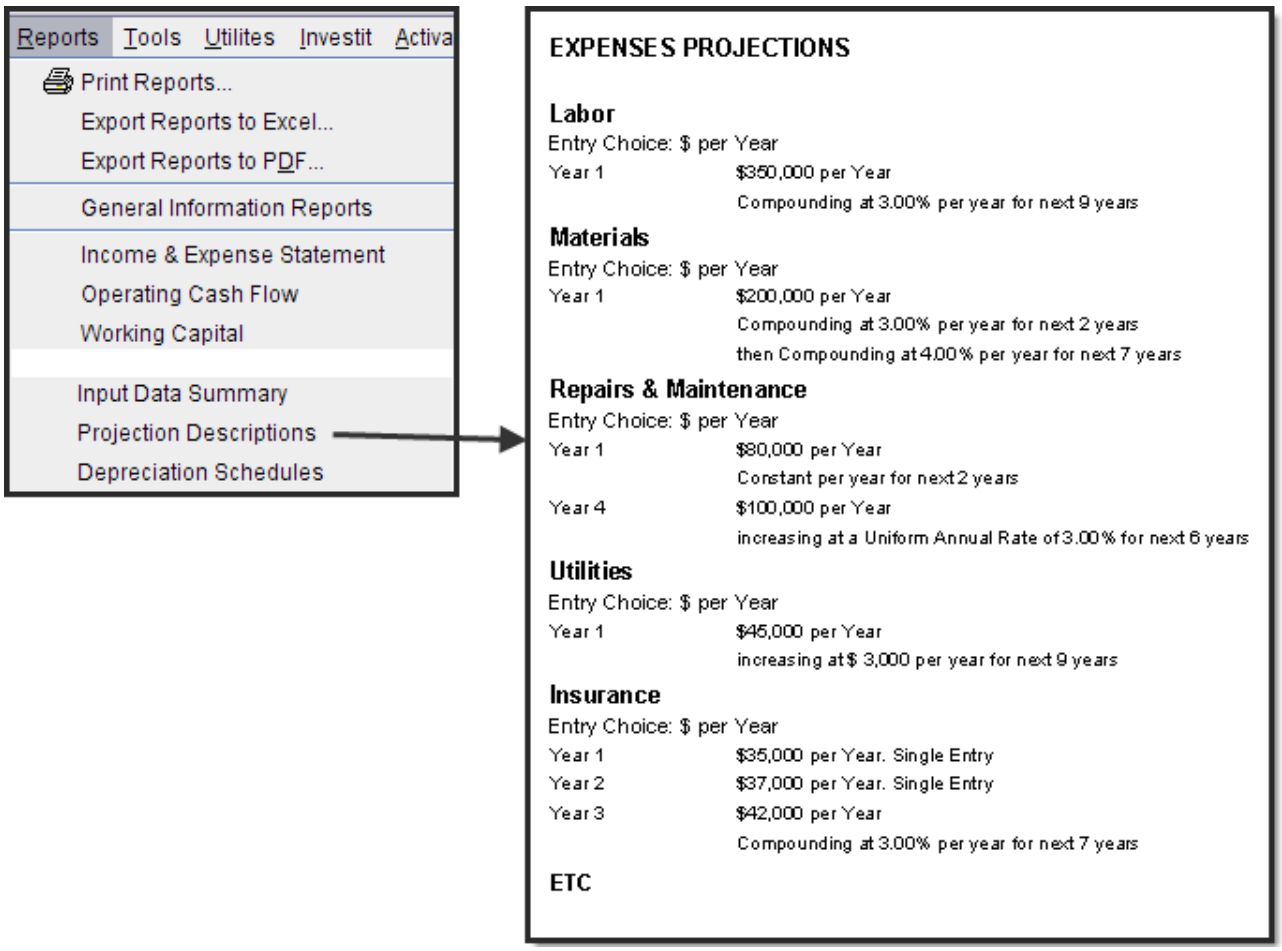
4. Complete the projection Wizard as follows;



Projection Description Report

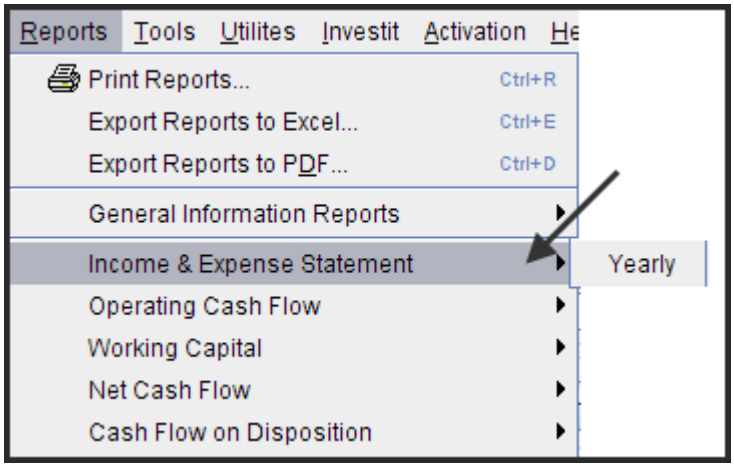
A description of all the Expense and Revenue projections can be printed from the Report menu as follows;

Select “Projection Descriptions” on the report menu



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.

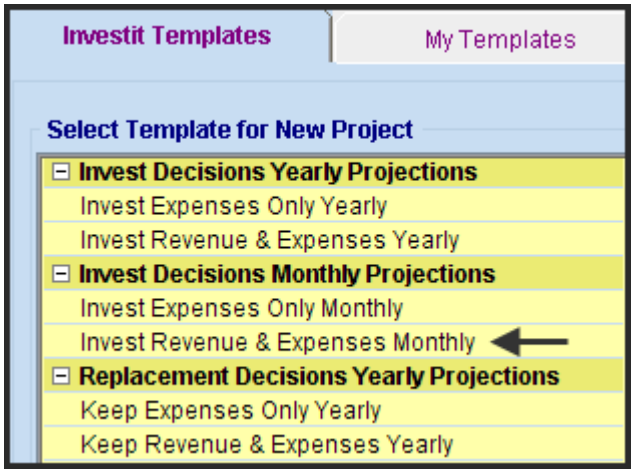
If the revenues and expenses change during the year and you wish to show these monthly changes, select a monthly template.

Select a monthly template if;

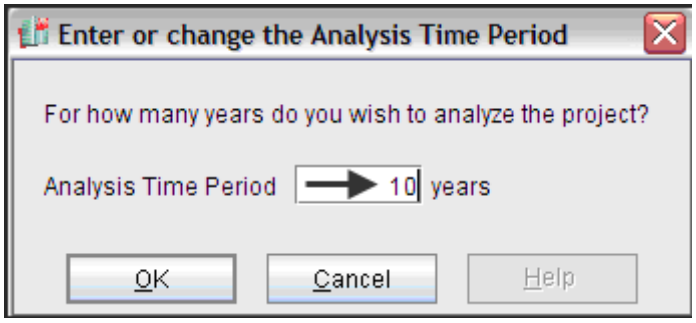
1. Revenue and expenses change during the year
2. Detailed monthly cash flows are required
3. Sales or expenses are seasonal and depend on the time of the year and require monthly entries and projections

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

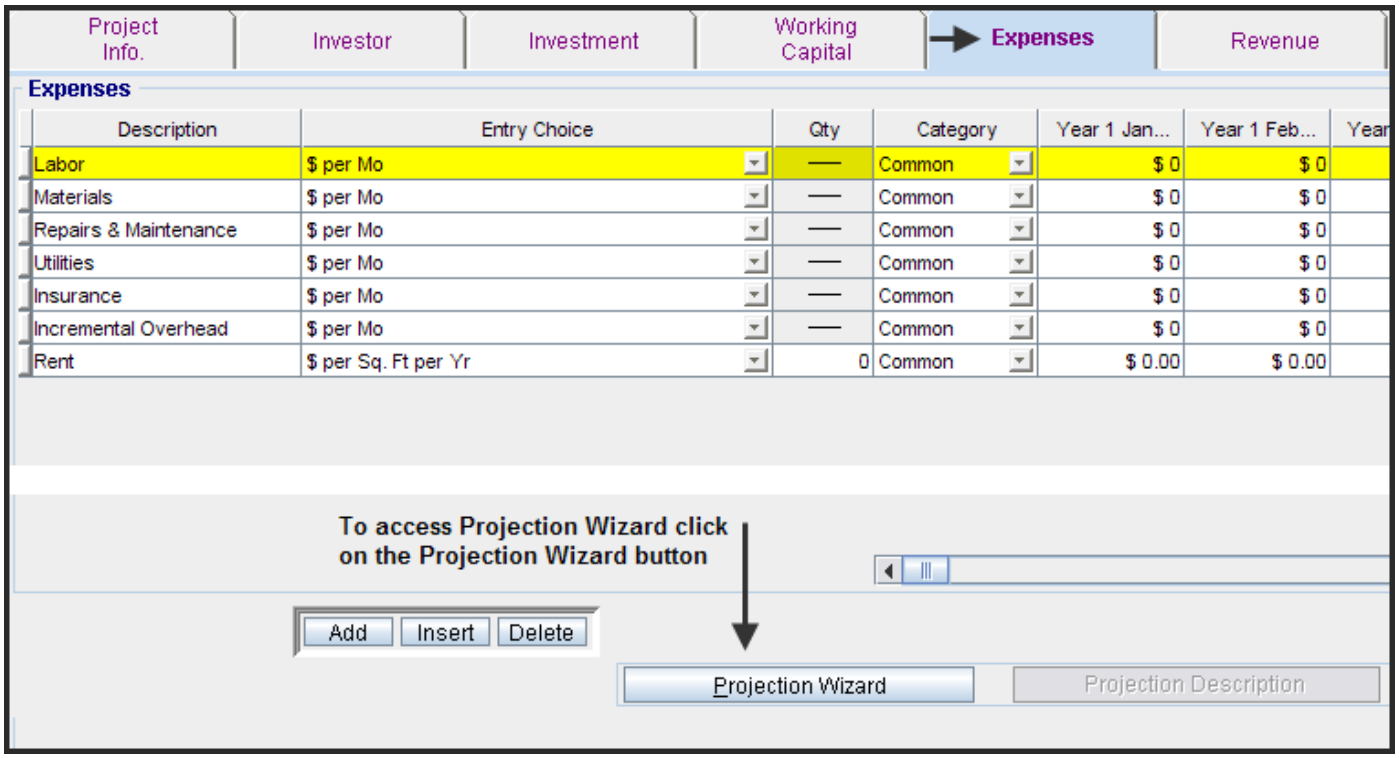
1. Open Investit Decisions and select the “Invest Revenue & Expenses Monthly” template



2. Set the “Analysis Period” to 10 years



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



Projection Wizard Monthly. Unique features

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

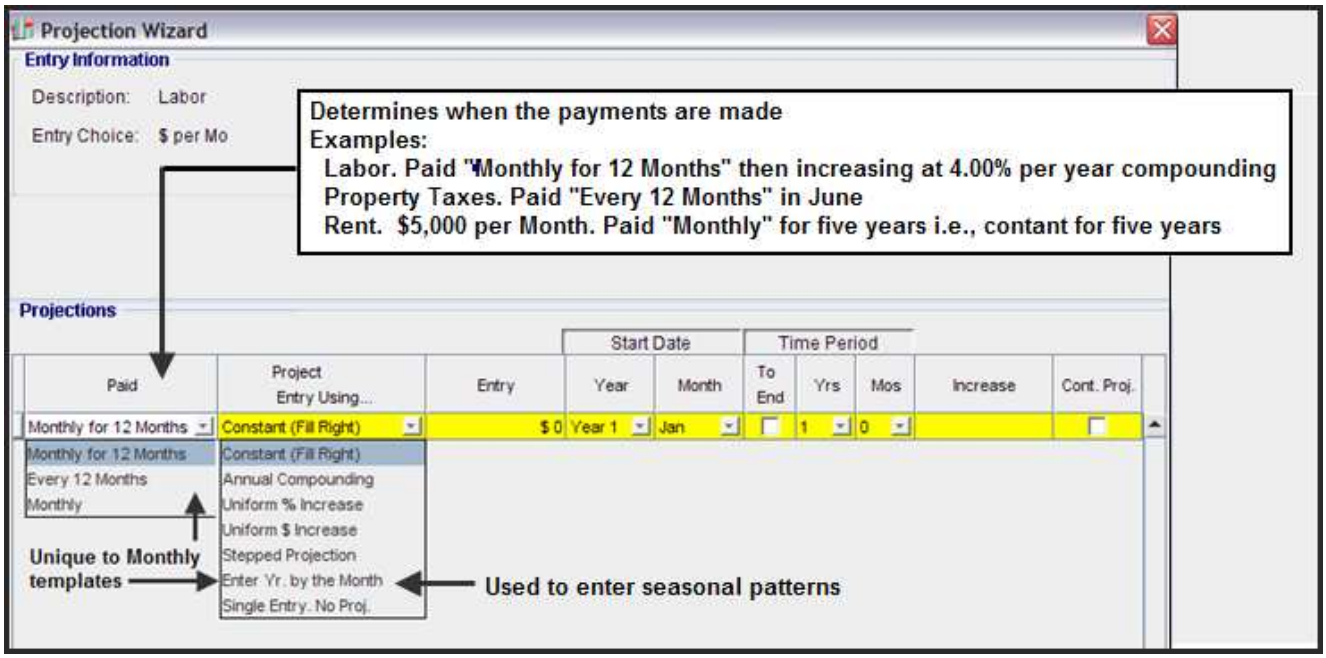
1. **Monthly Projections.** Projections can start, change and end in any year and Month

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;

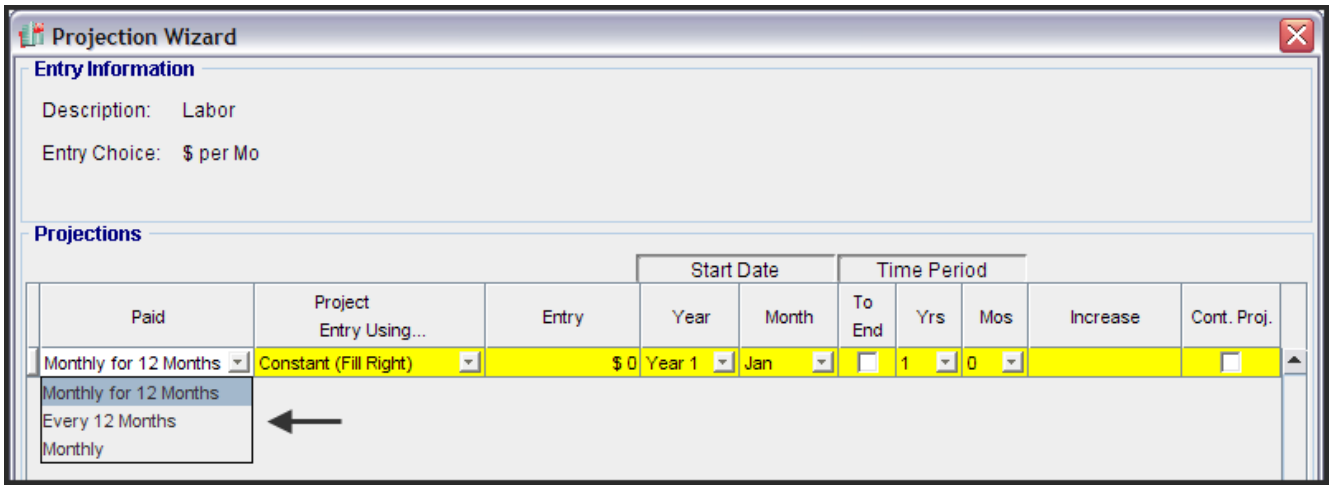
   Sales that vary by the time of the year
   Snow removal expense. January, February, November & December
   Property Taxes. Paid twice a year in January and June

Projection Wizard dialog



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
Staring 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

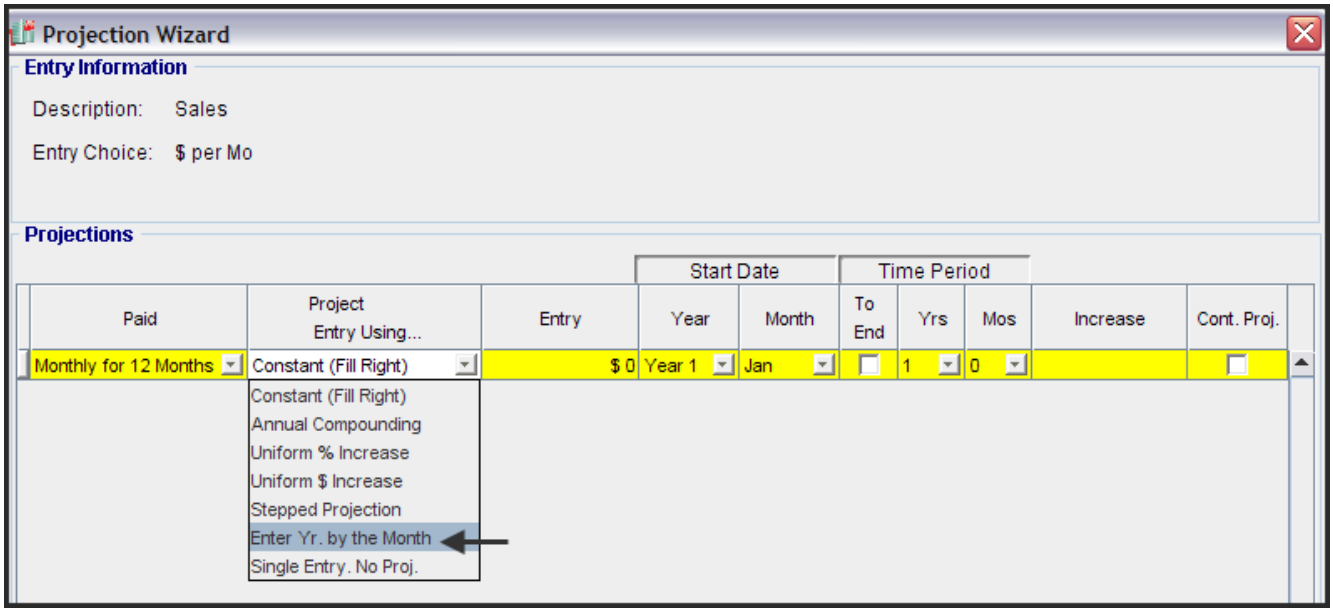
All the Projection Methods have been explored in the previous section “Projection Wizard Yearly templates” except for “Enter Yr. by the Month” which is unique to monthly templates.

“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;

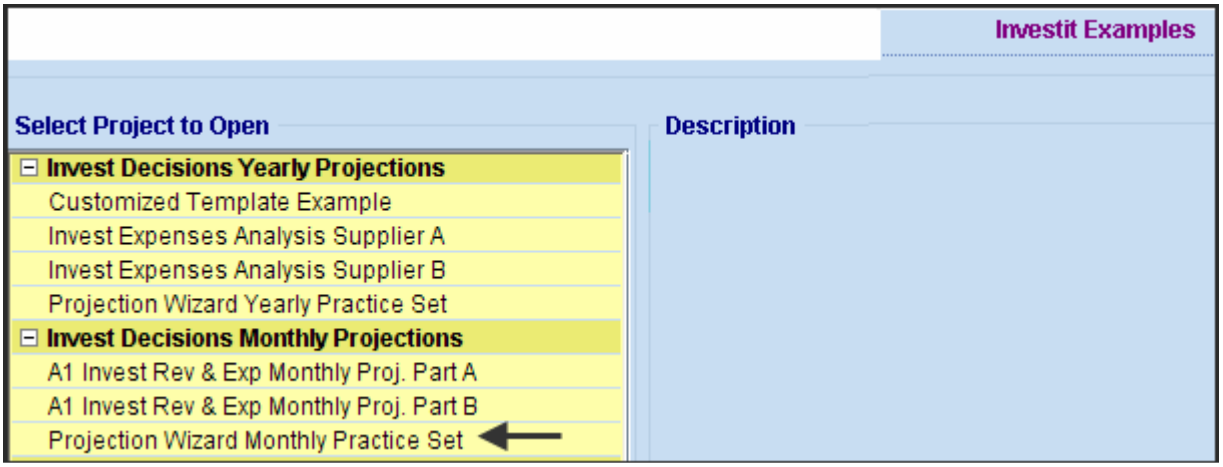
	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total
Year 1	$30,000	$30,000	$30,000	$40,000	$40,000	$40,000	$60,000	$60,000	$60,000	$30,000	$30,000	$10,000	460,000
Year 2	31,200	31,200	31,200	41,600	41,600	41,600	62,400	62,400	62,400	31,200	31,200	10,400	478,400
Year 3	32,448	32,448	32,448	43,264	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;

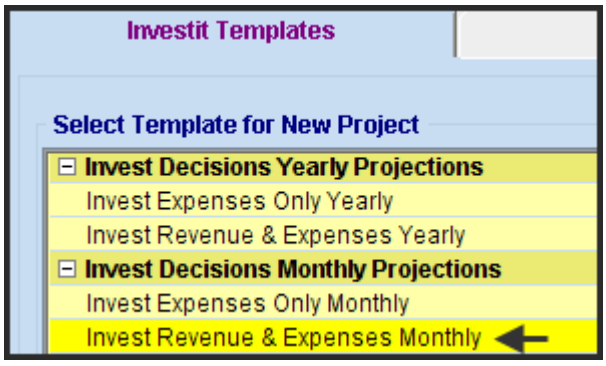
1. Enter the practice set and save as a project
2. Open the Investit Example "Projection Wizard Monthly Practice Set"



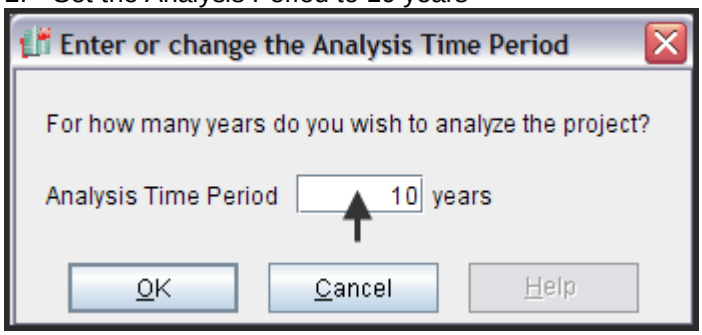
3. Compare your input screens with your Investit Example screen
4. Print the "Projection Description Reports" and compare the results

Practice Exercises

1. Open the "Investit Revenue & Expenses Monthly" template



2. Set the Analysis Period to 10 years

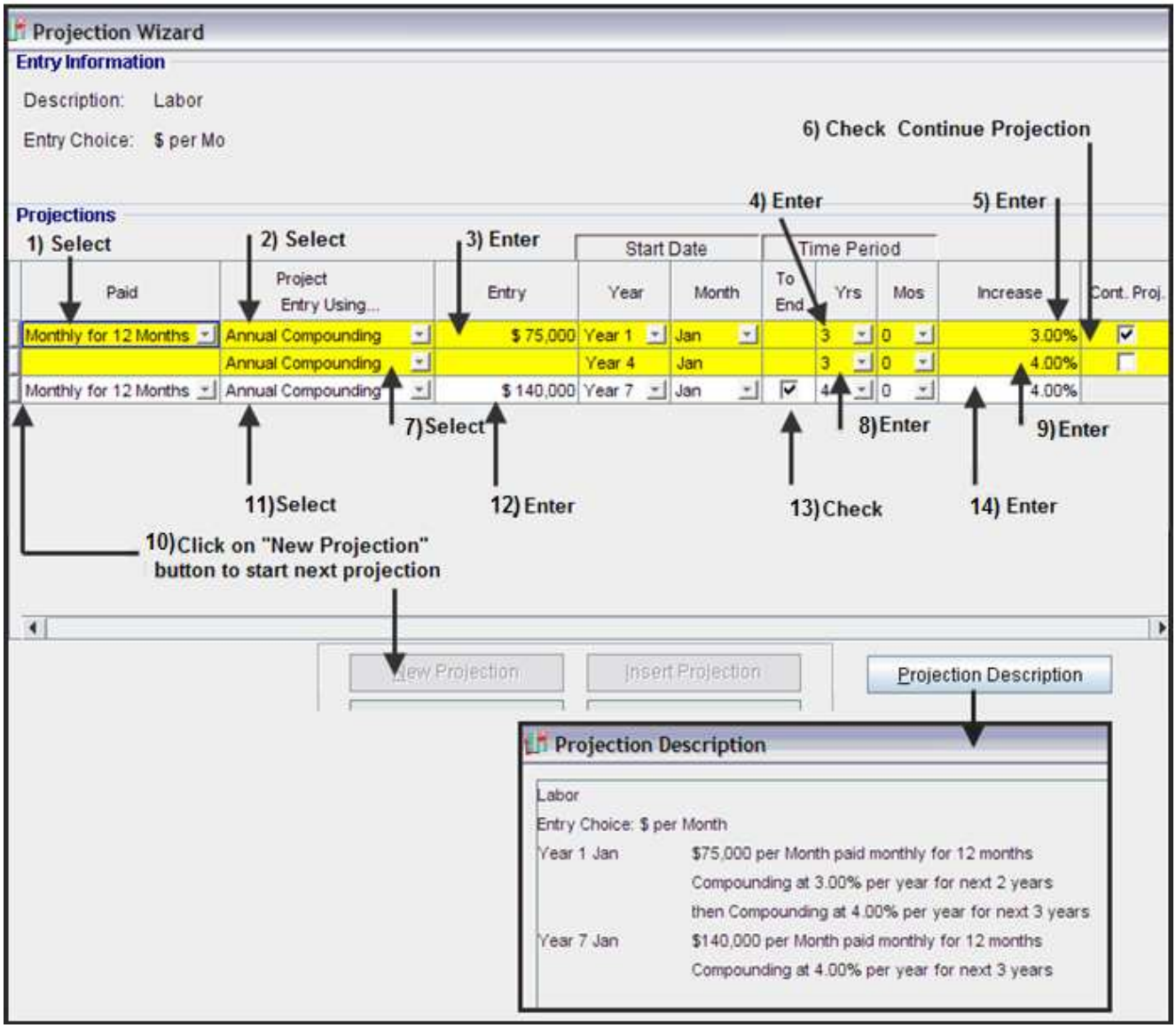


Expenses Folder
Select the Expenses Folder and enter the following projections in the Projection Wizard

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)

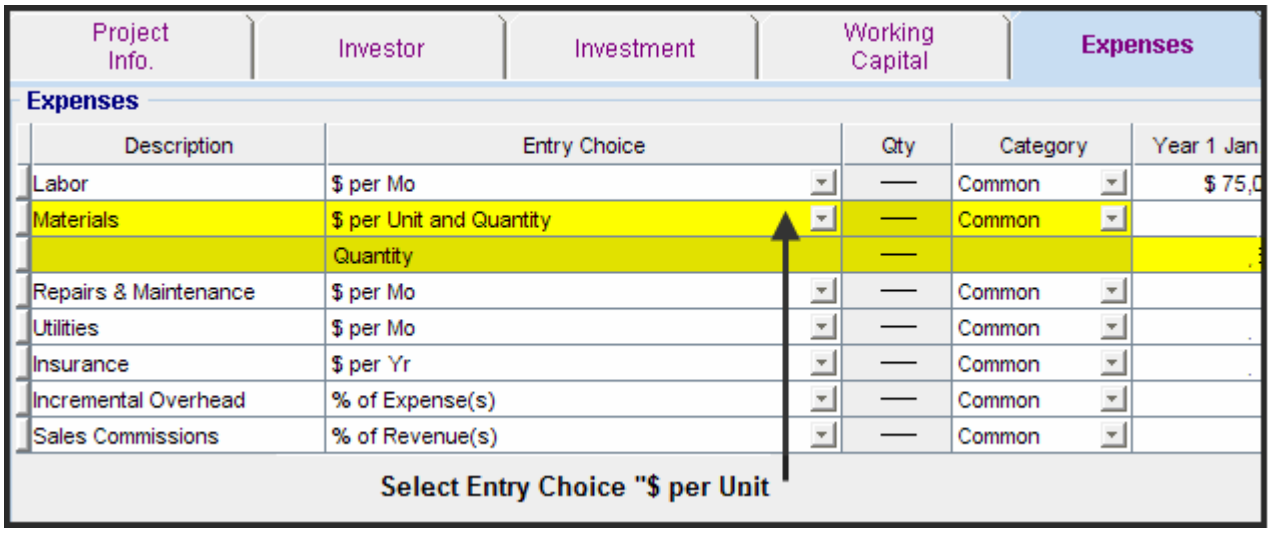
Use “New Projection” to continue but with a new projection starting Year 7 Jan $140,000 per year paid monthly for 12 months increasing 4.0% per year compounding for the remainder of the Analysis Period (Use the To End” check box)

Projection Wizard entries;



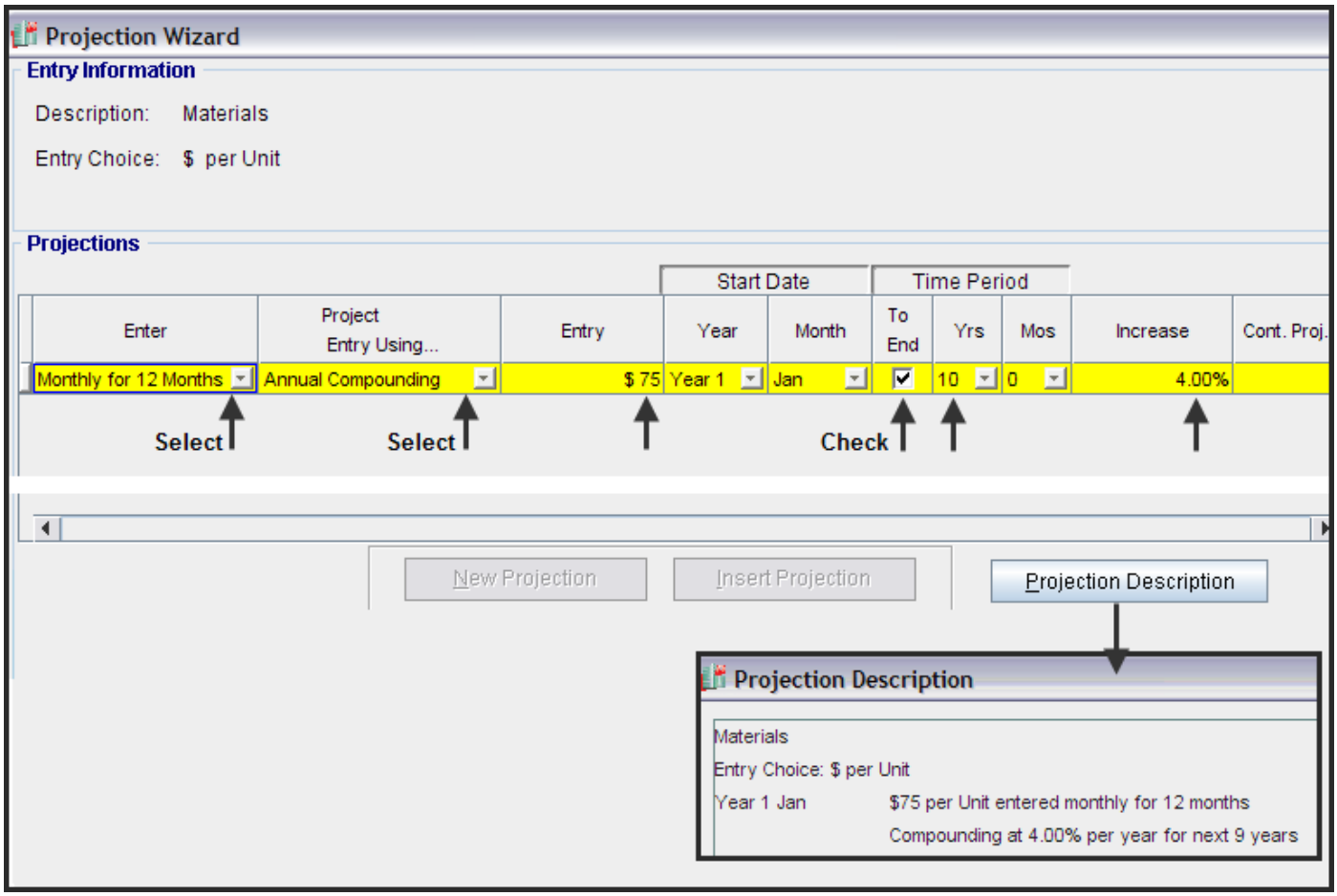
Materials
The cost of materials depends on the “Cost per Unit” for materials and the quantity produced

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



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;



Quantity

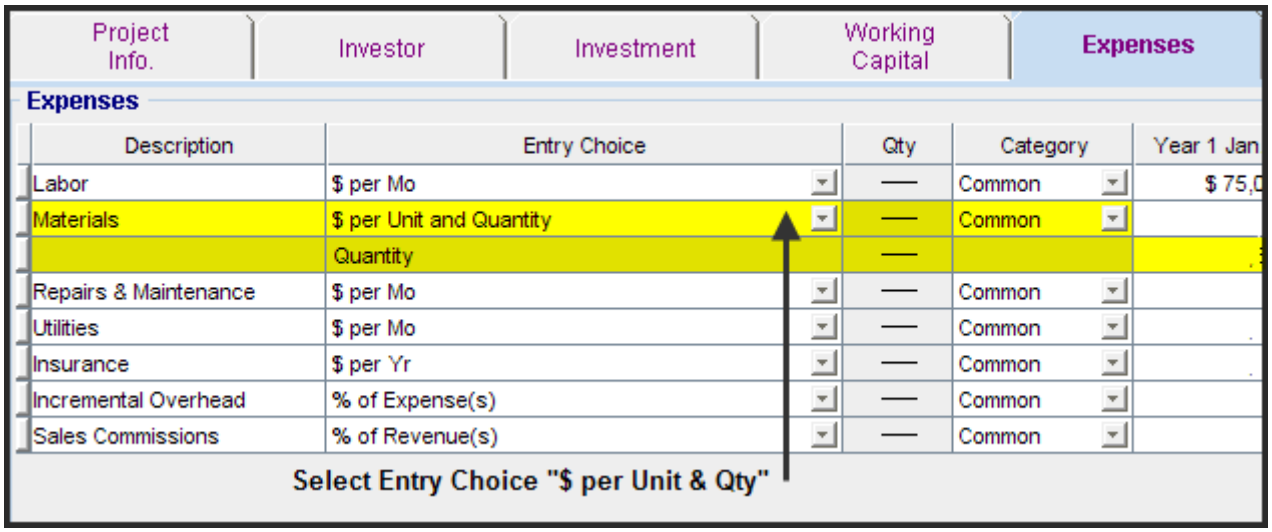
The quantity produced for the first year depends on the time of the year as follows;

	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

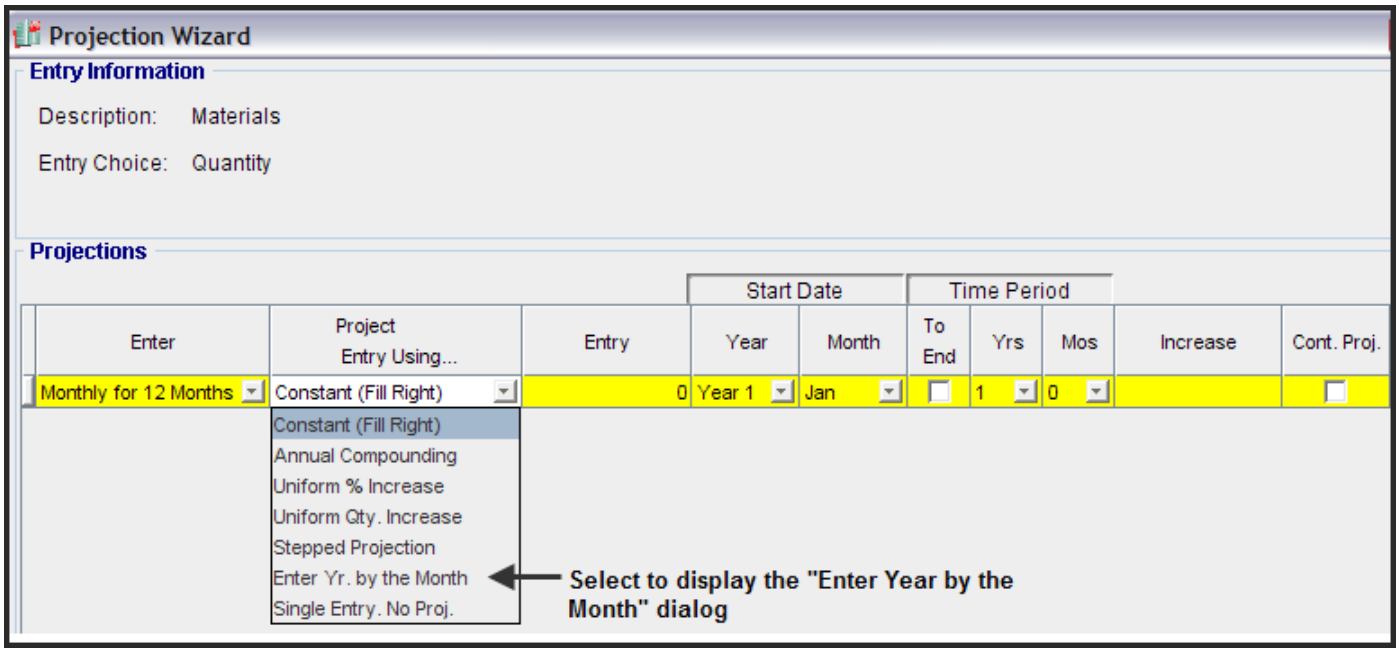
Then increasing at 4.00% per year compounding until the end of the Analysis Period

Steps

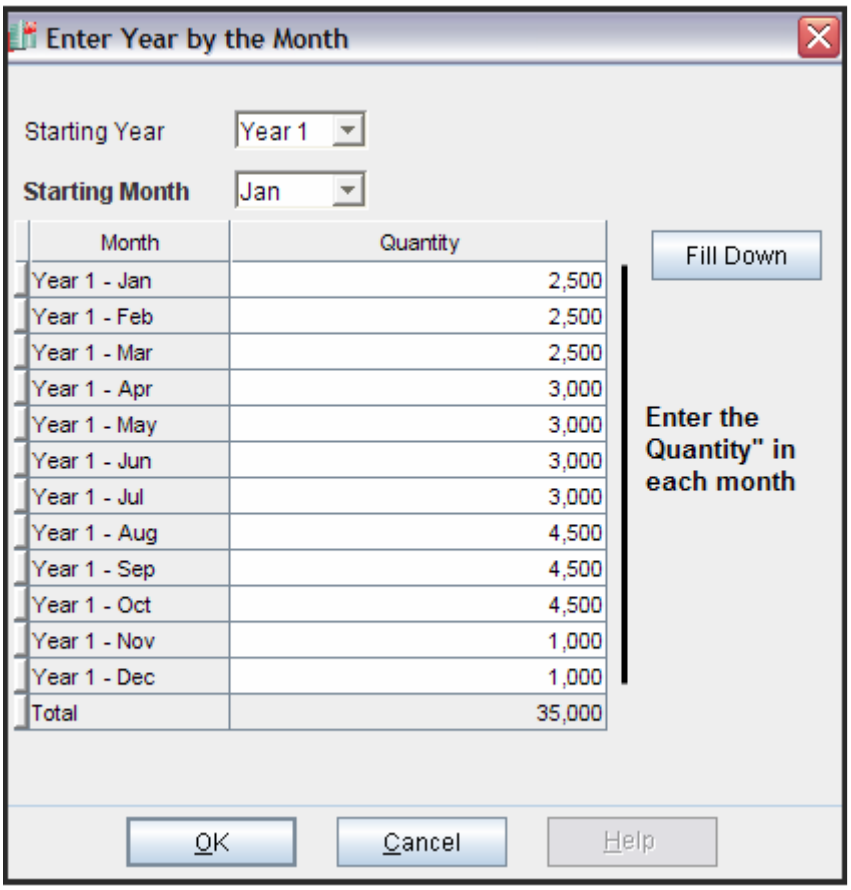
1. In the Expenses folder select the “Quantity Row” & click on the Projection Wizard button to display the Projection Wizard



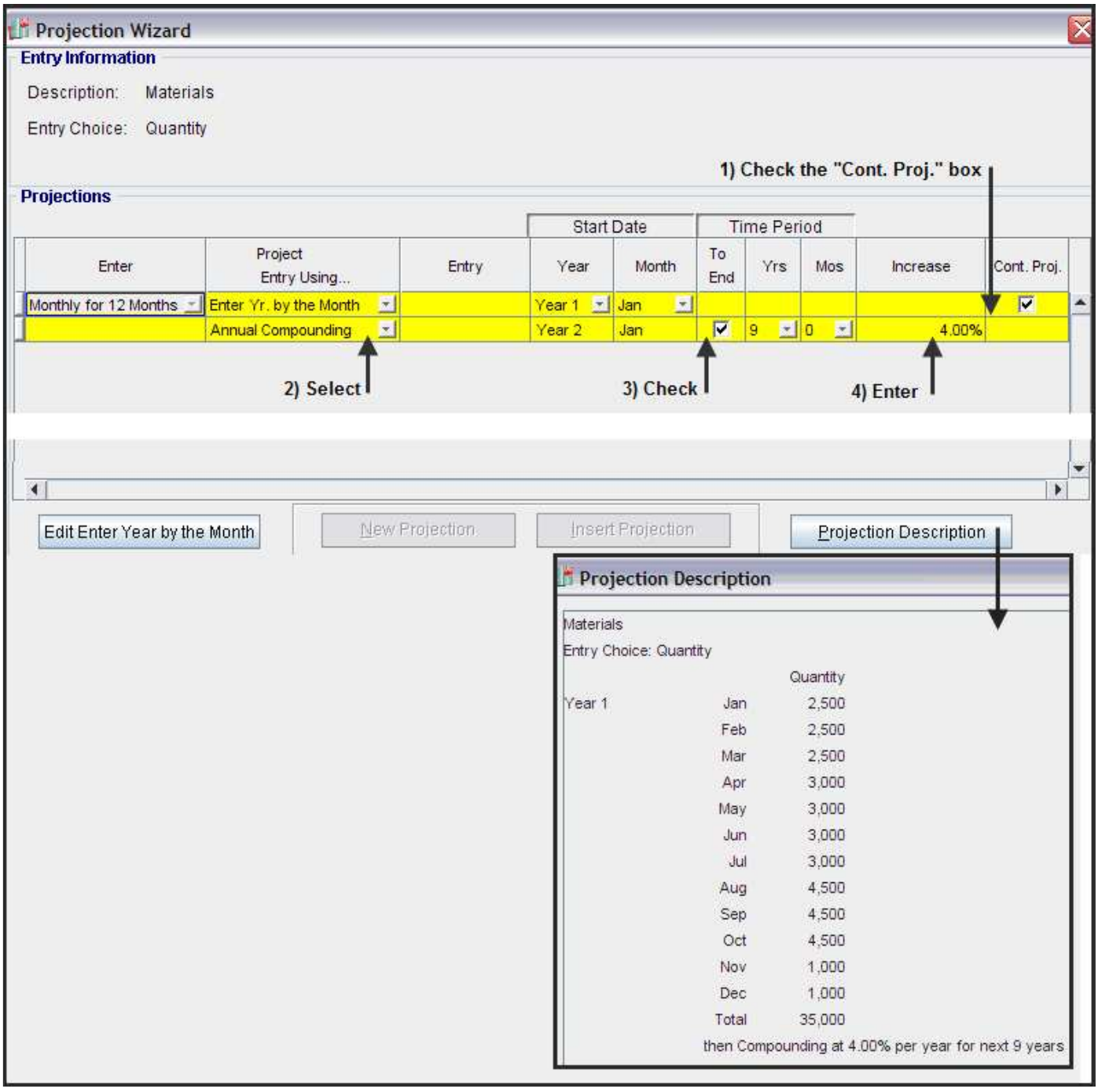
2. In the Projection Wizard select “Enter Year by the Month” to display the “Enter Year by the Month” dialog



3. Enter the Quantity for each month & click “OK”



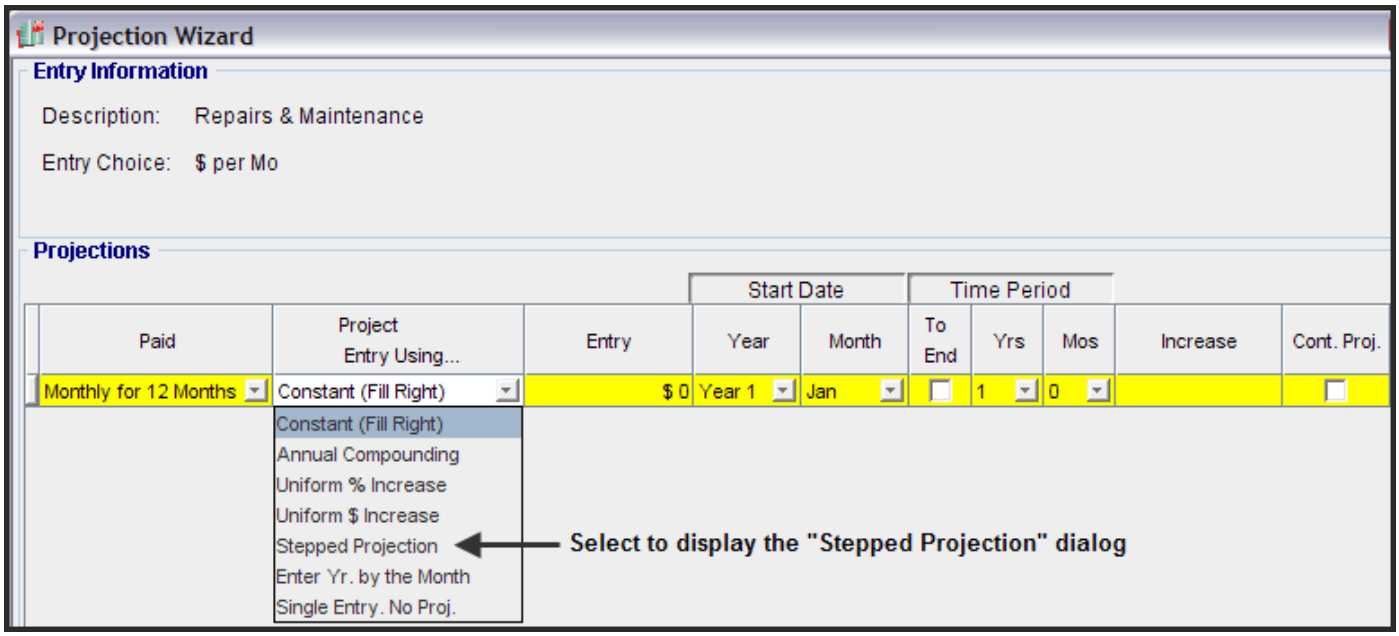
4. Complete the entries in Projection Wizard



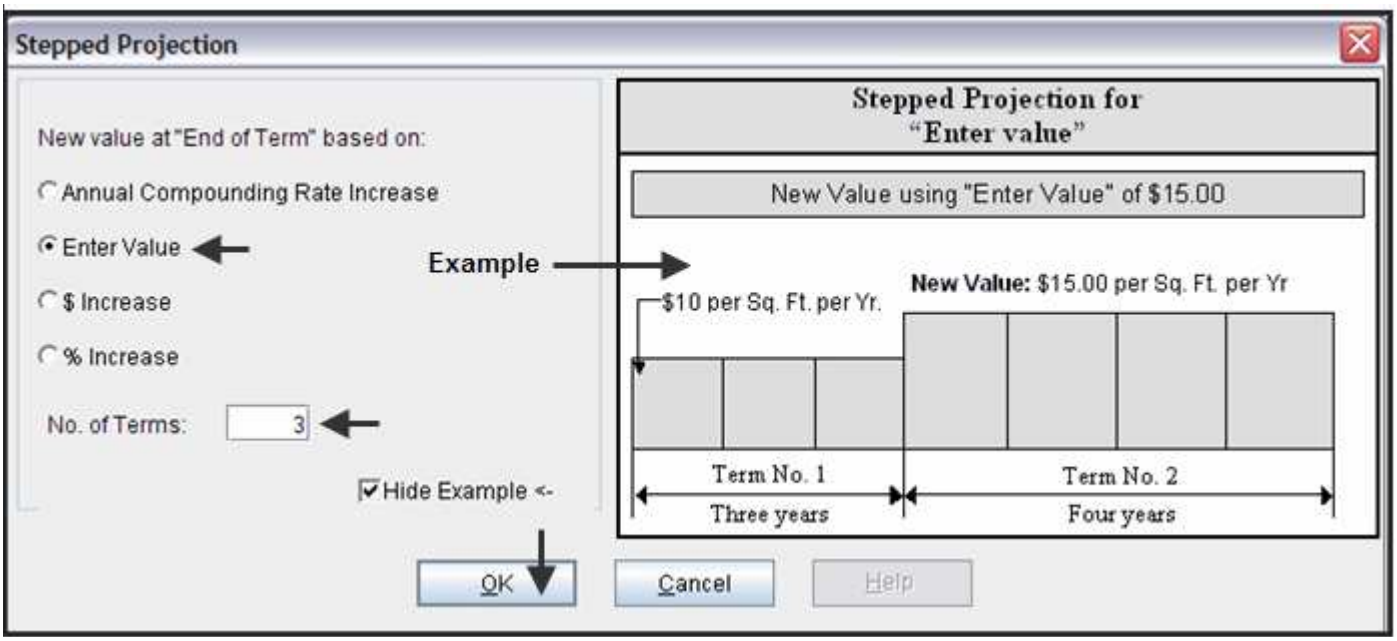
Repairs & Maintenance
The organization will enter into a maintenance service contract as follows;

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

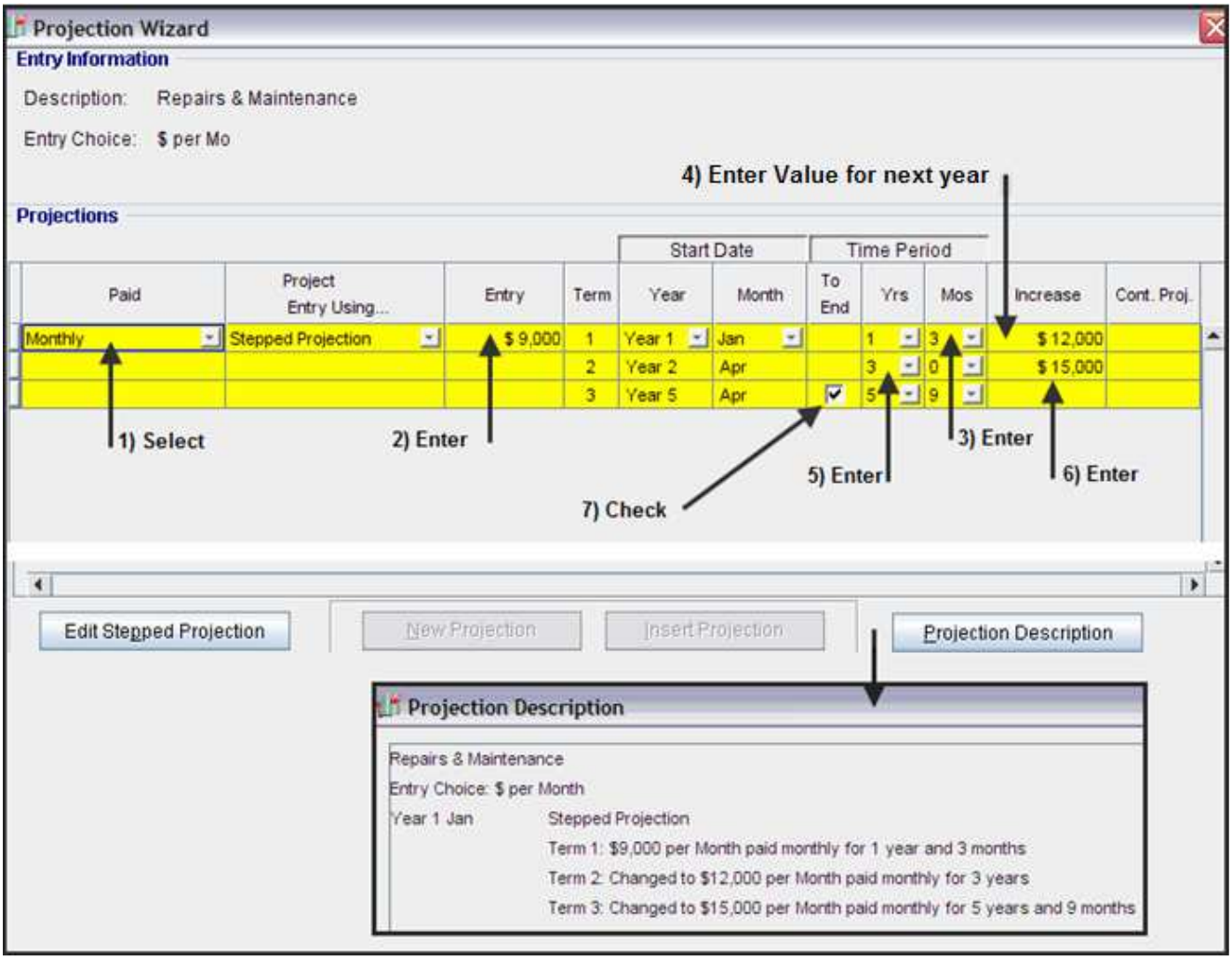
1. Select the "Repairs & Maintenance" row in the Expenses folder & click on Projection Wizard button
2. Select "Stepped Projection" to display the Stepped Projection dialog



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

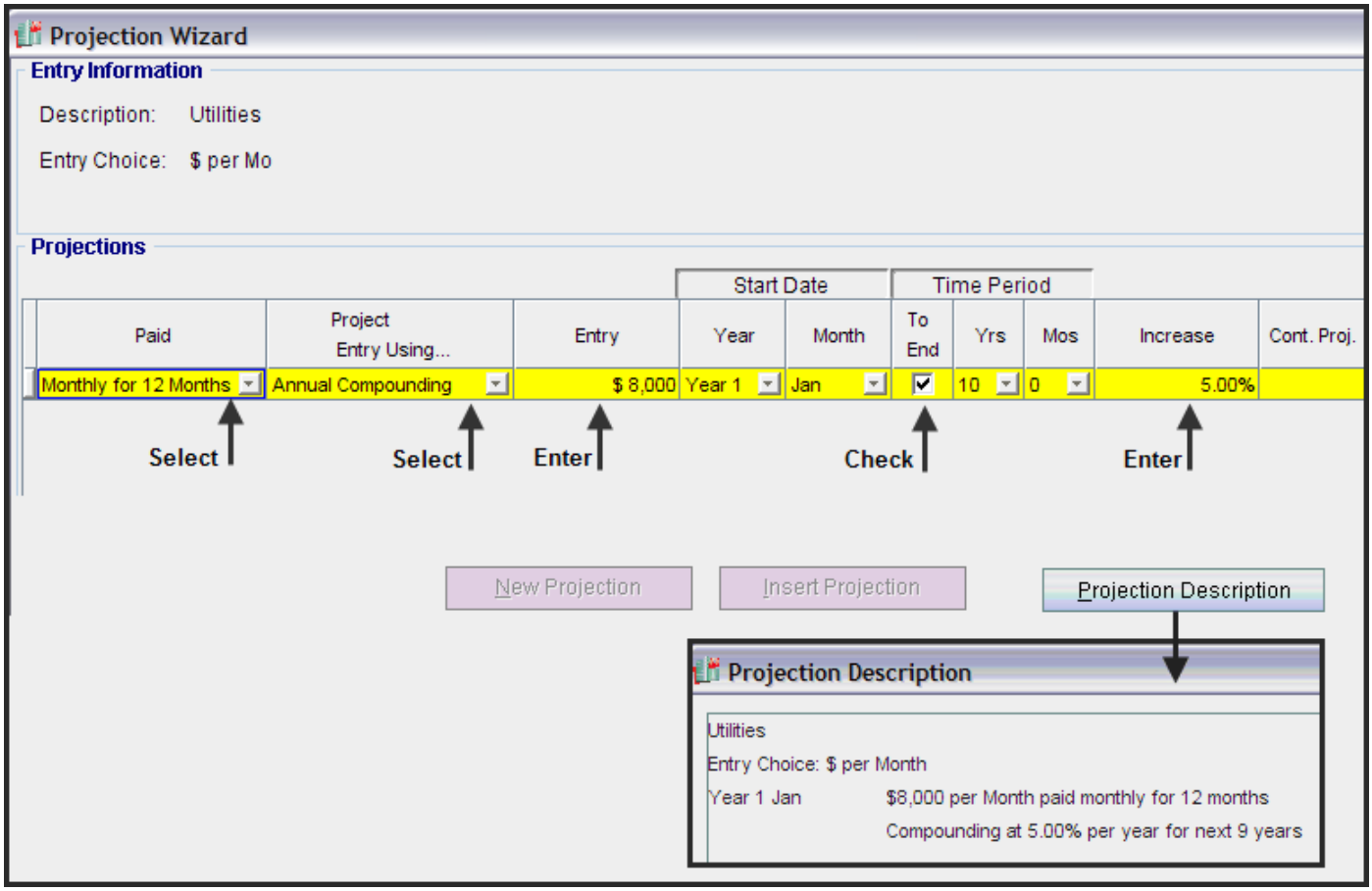


4. Complete the Projection Wizard entries



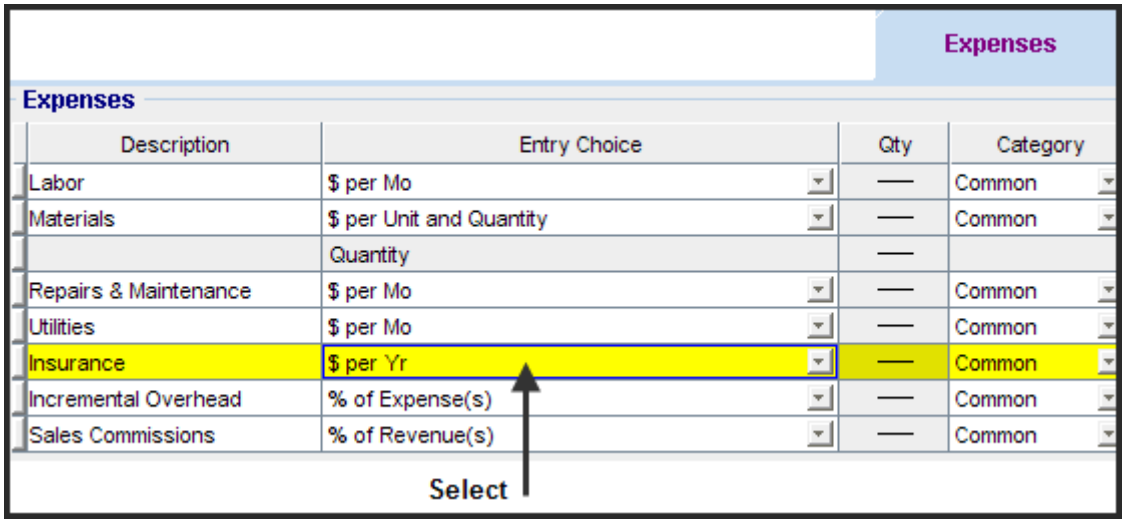
Utilities
$8,000 per month for the first 12 months then increasing at 5.00% per year compounding until the end of the Analysis Period

Projection Wizard Entries

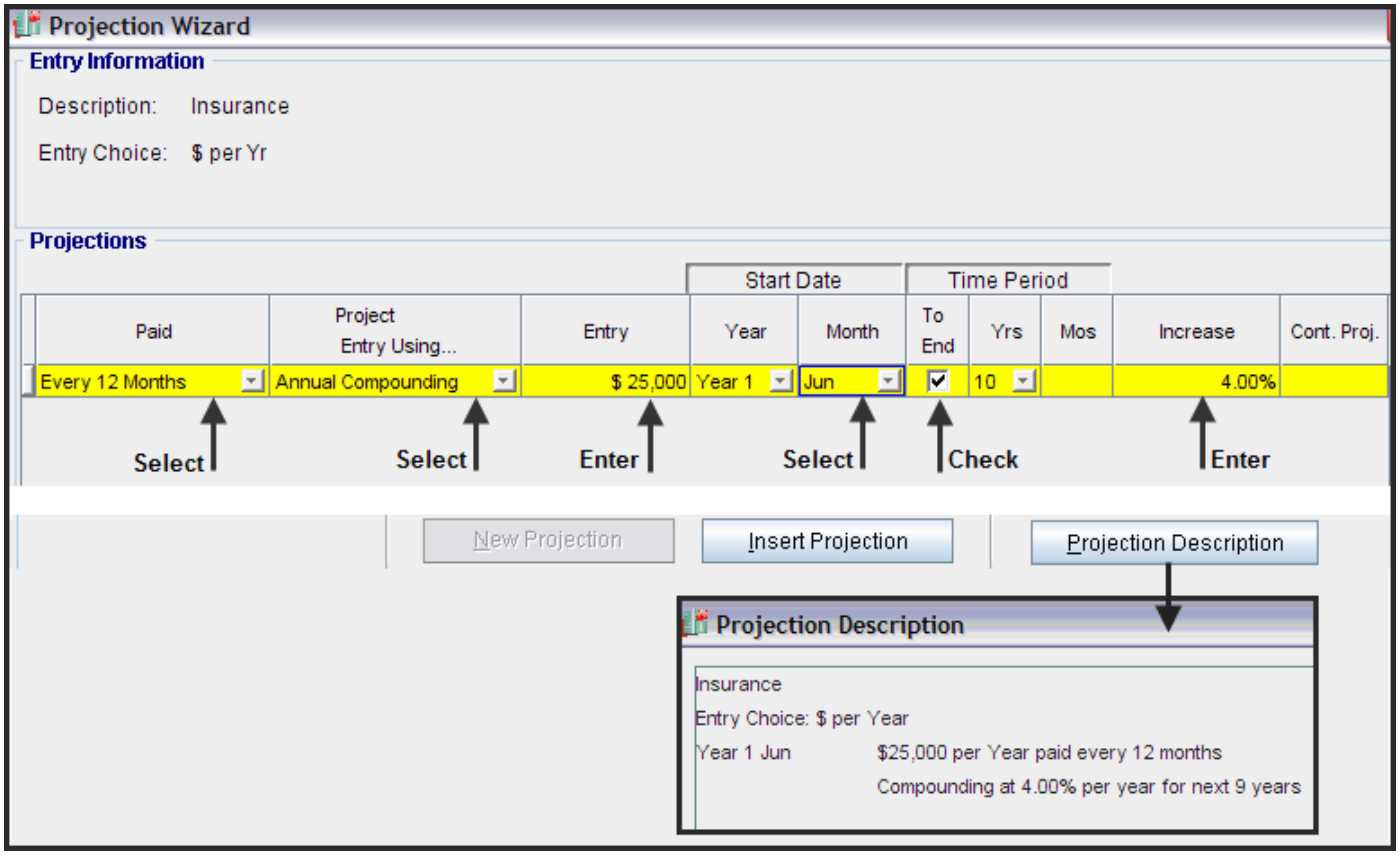


Insurance
Paid every 12 Months in June. $25,000 Year 1 June then increasing at 4.00%per year compounding until the end of the Analysis Period

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



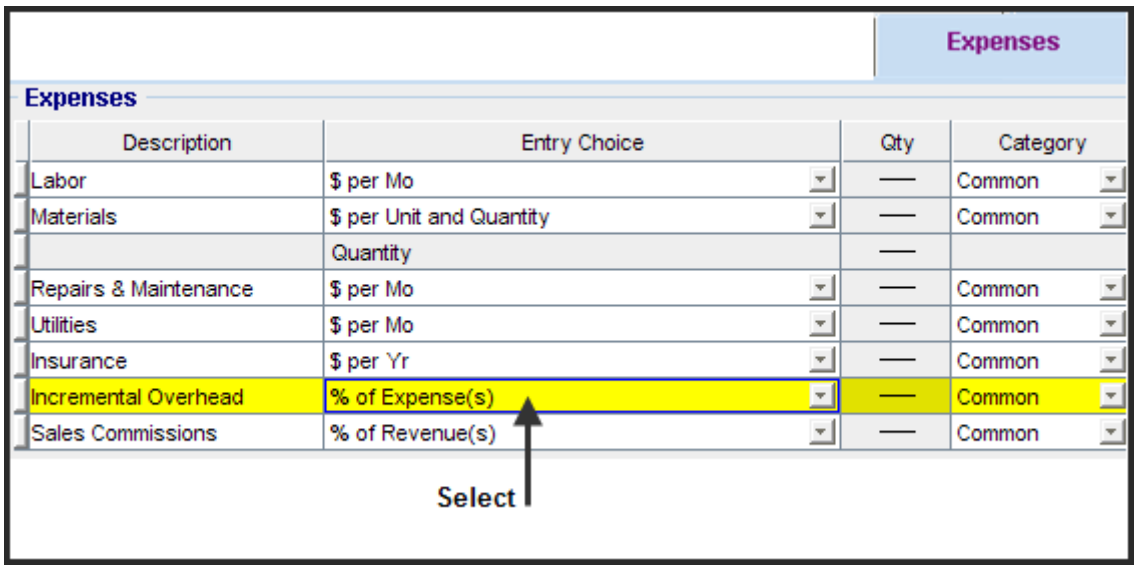
2. Projection Wizard entries



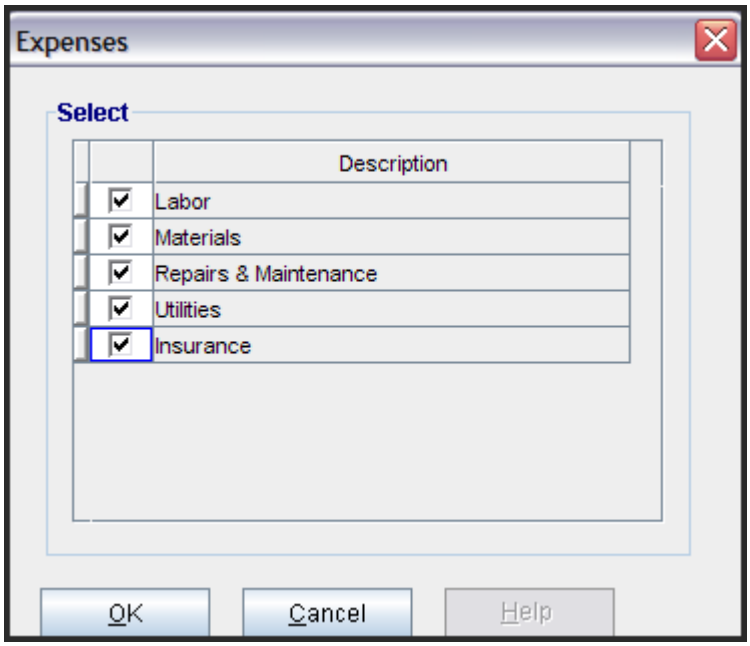
Incremental Overhead

Incremental Overhead is 6.00% of expenses

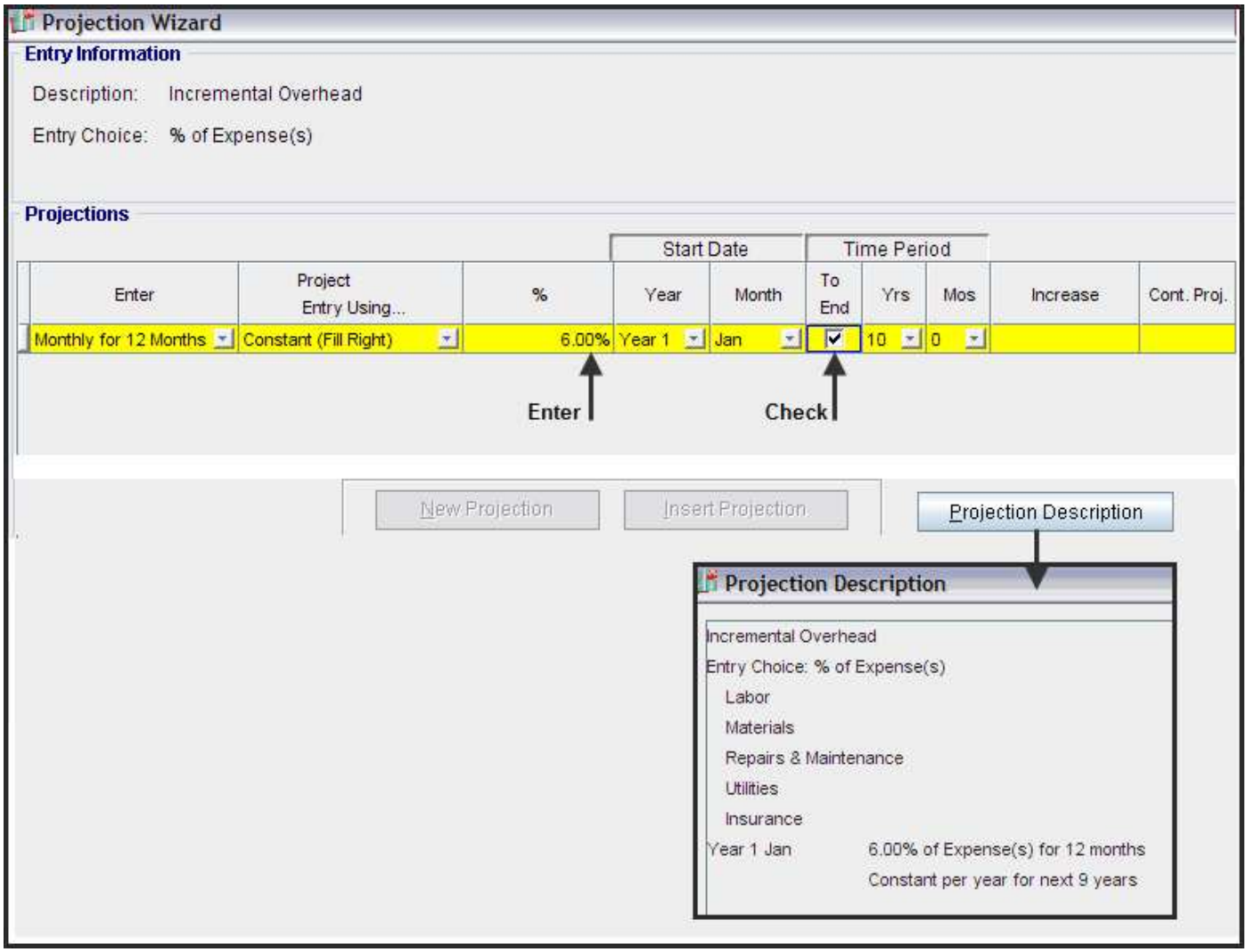
1. Change the “Entry Choice” in the Expense Folder to “% of Expenses” which displays the “% of Expenses” dialog



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



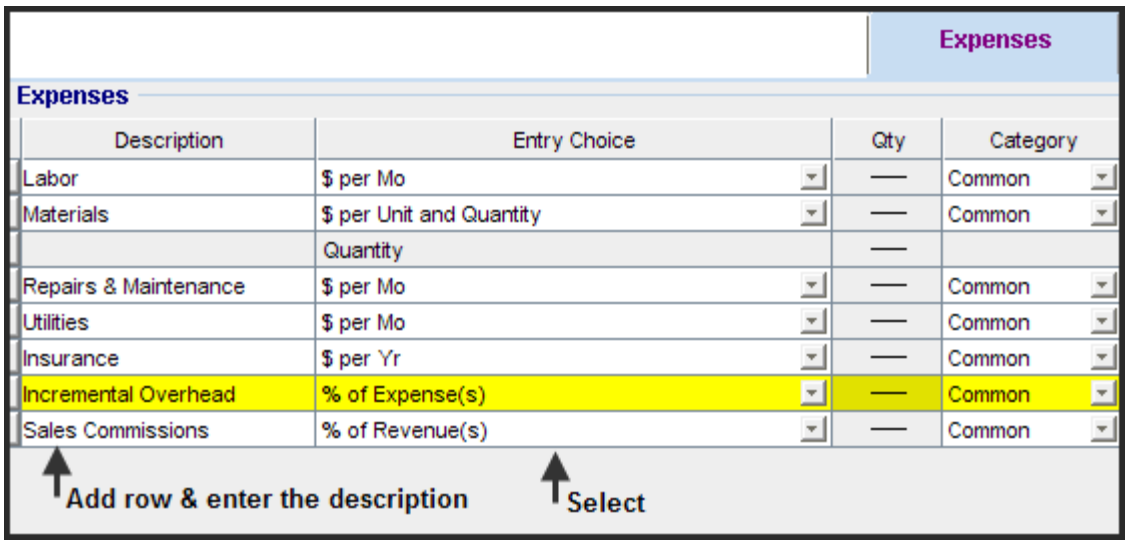
3. Projection Wizard entries



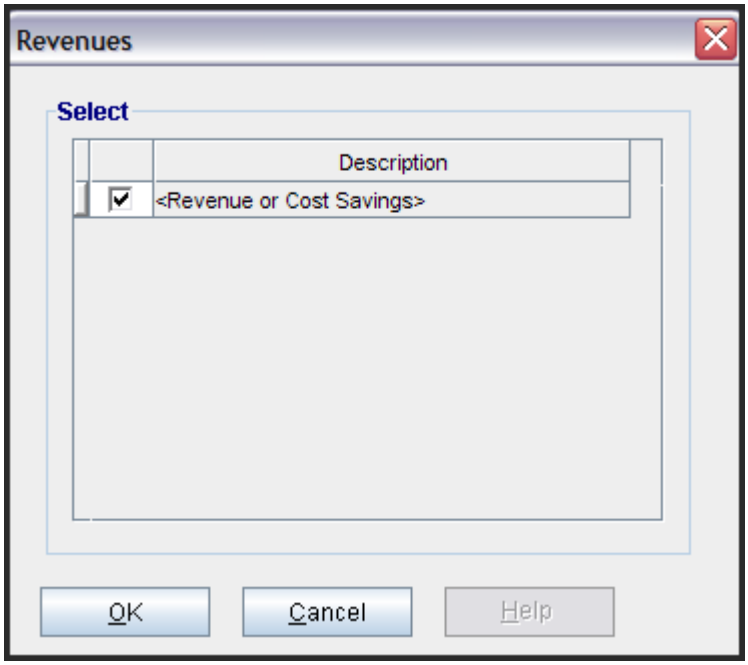
Sales Commissions

Sales Commission: 10.00% of Revenue

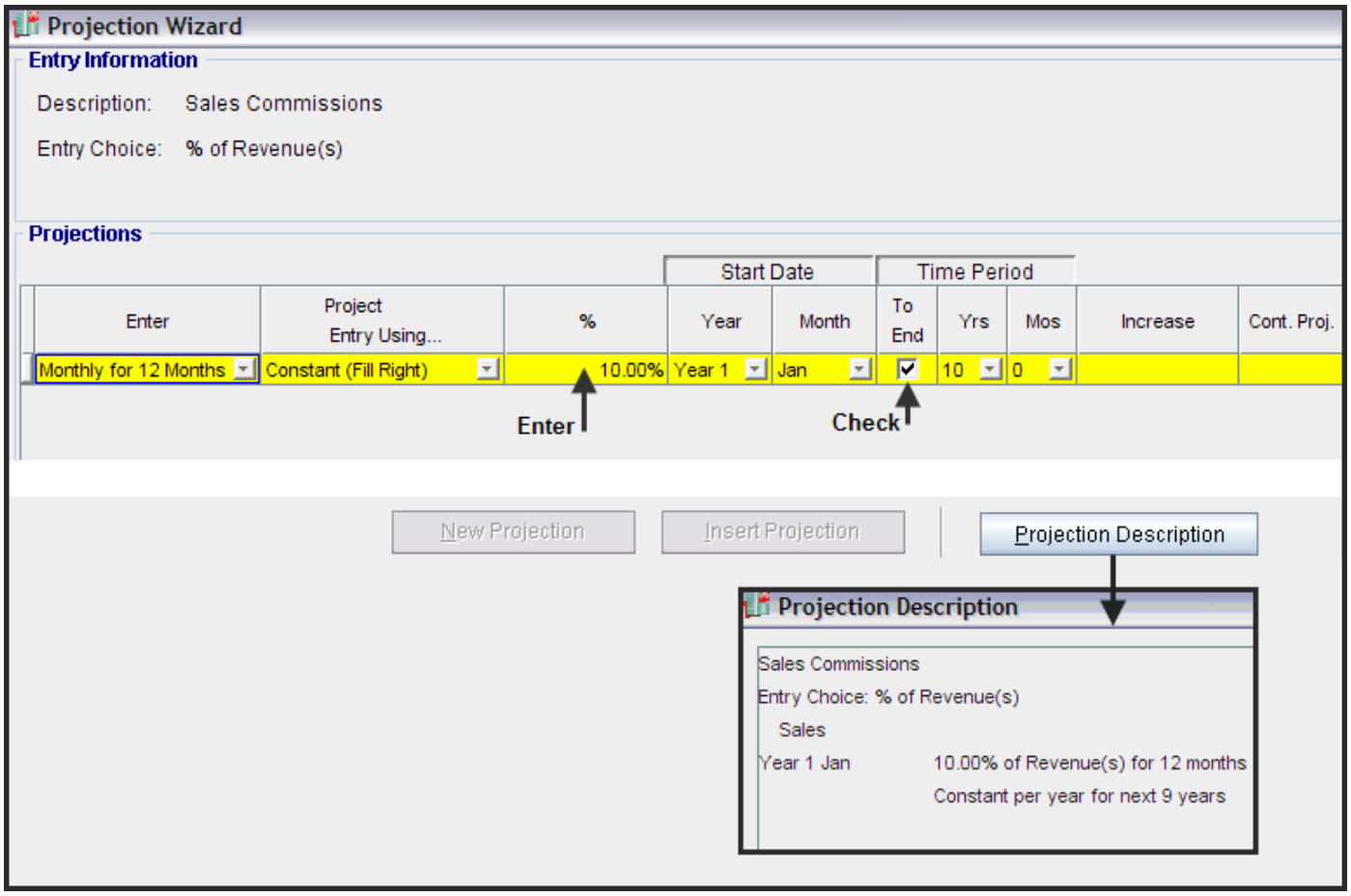
1. Add a row in the Expense Folder called “Sales Commissions and change the “Entry Choice” in the Expense Folder to “% of Revenues” and select all the revenues



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



3. Projection Wizard entries



The Expense Folder entries and projections are complete.

Go the Revenue Folder

Revenue Folder

Sales

Entering the sales revenue involves;

a) Changing the Description from <Revenue or Cost Savings> to “Sales”
b) Entering and projecting the Unit Price
c) 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

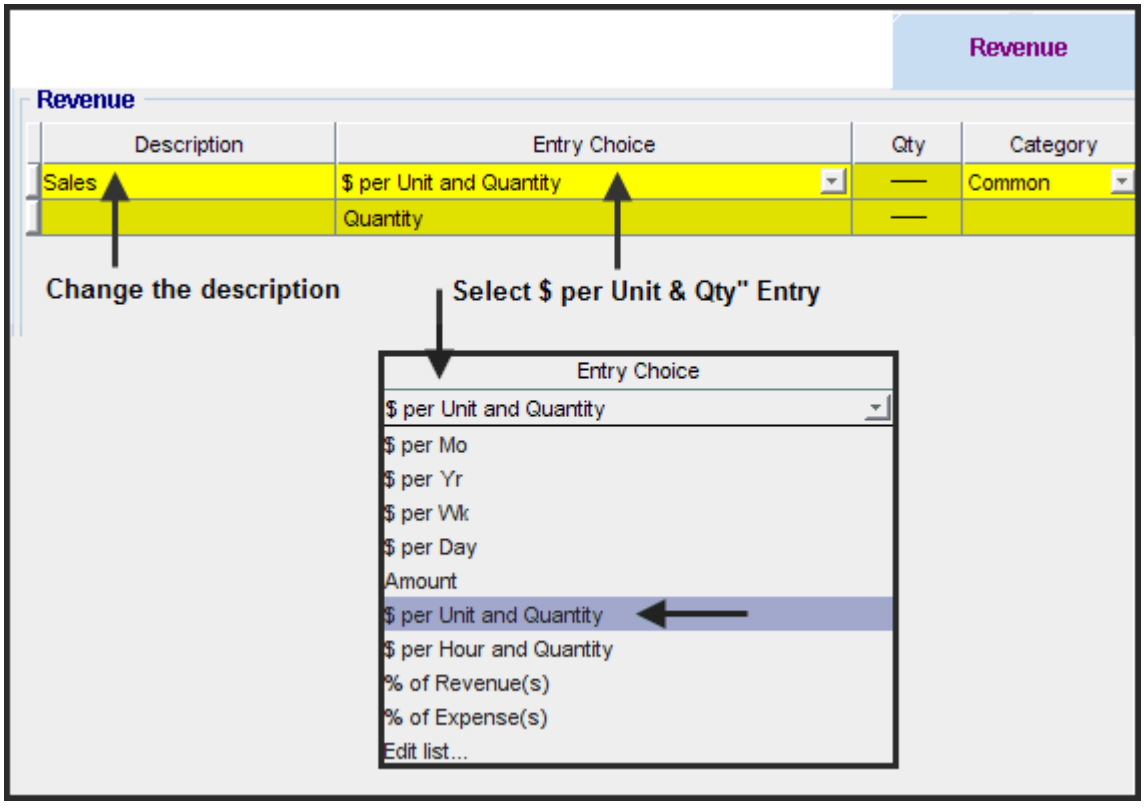
$ per Unit
Year 1 Jan $300 per Unit entered monthly for 12 months then increasing at 4.00% compounding per year until the end of the Analysis Period

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

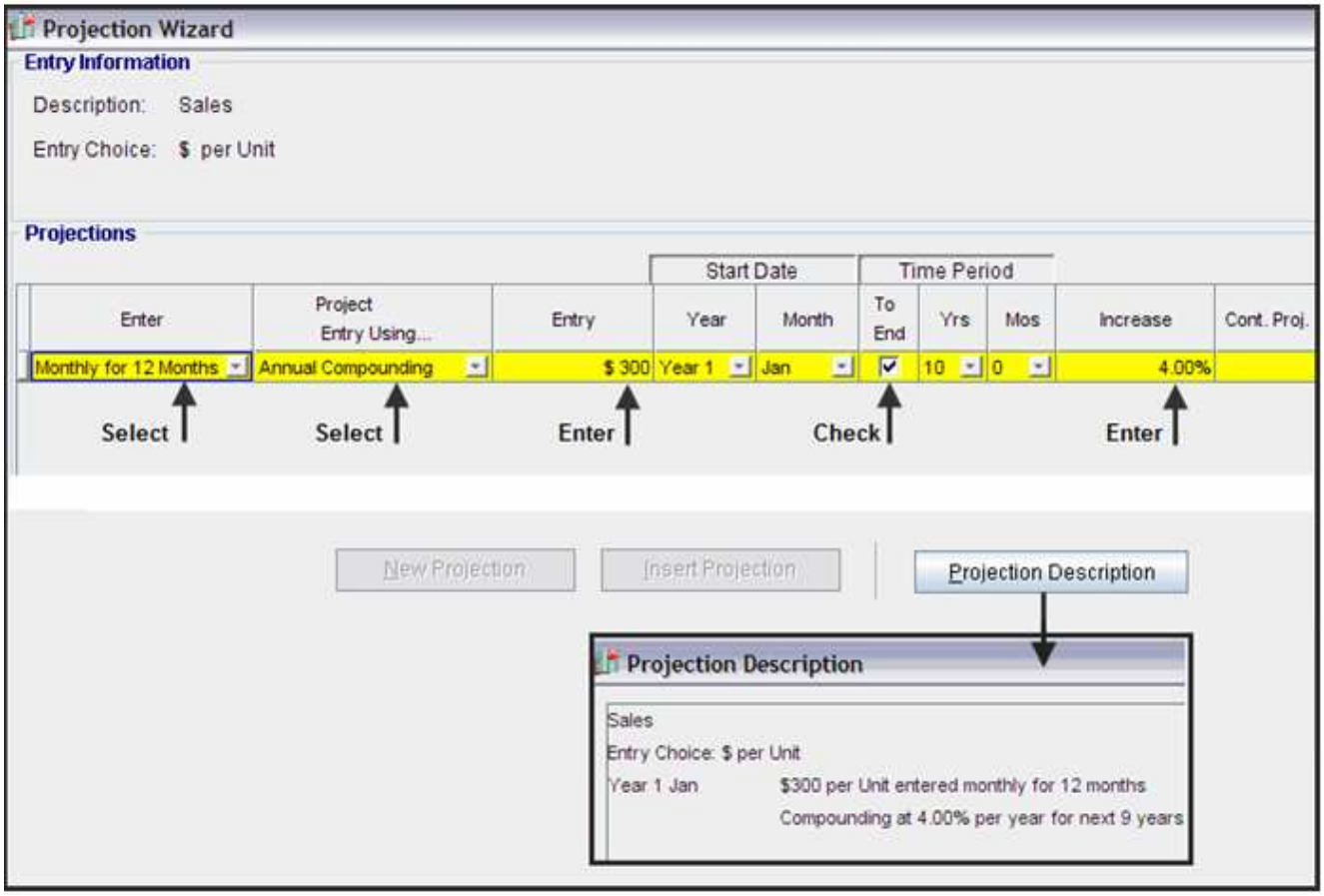
1. Change the Description in row 1 from “Revenue or Cost Savings” to “Sales”
2. Change the Entry Choice from “$ per Mo” to “$ per Unit & Quantity”



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



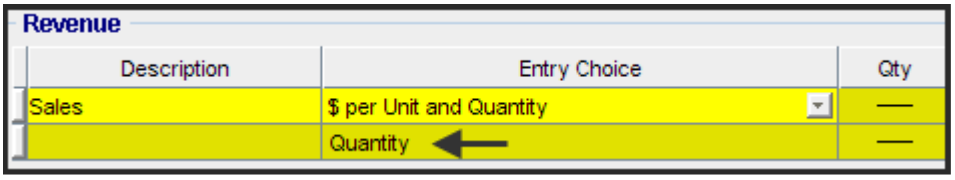
Entering the "Quantity" sold

Quantity Sold
The quantity sold in the first year is;

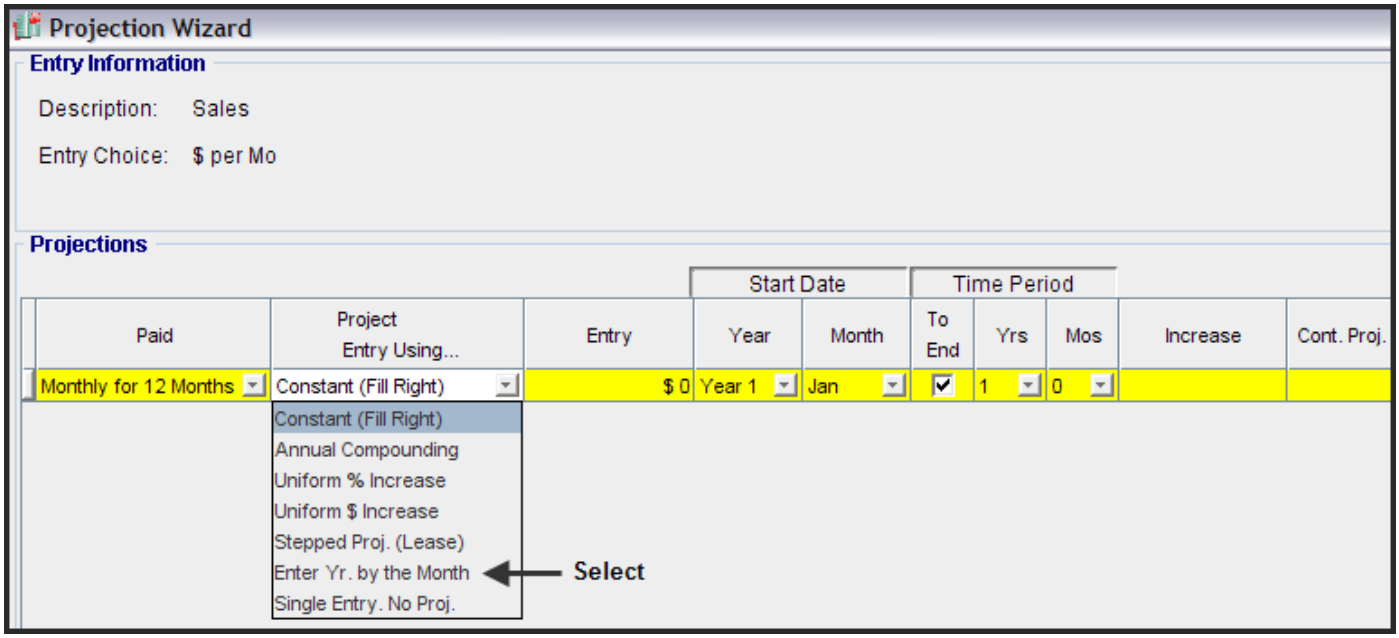
	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total
Year 1	2,500	2,500	2,500	3,000	3,000	3,000	3,000	4,500	4,500	4,500	1,000	1,000	35,000

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

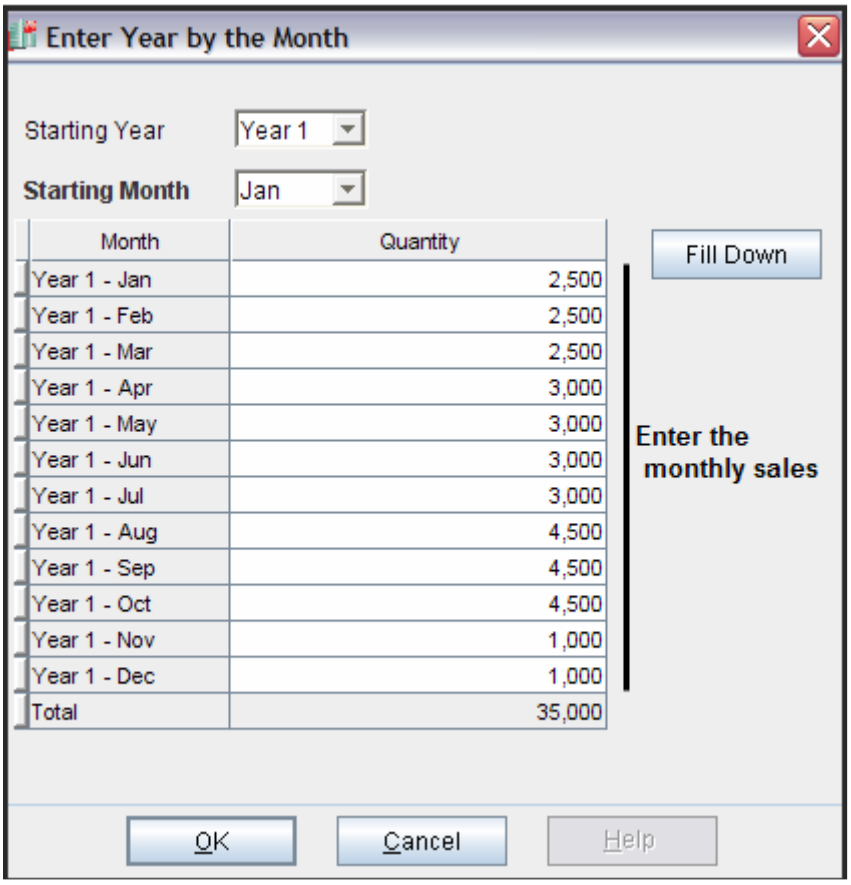
1. Select the "Quantity" row in the Revenue Folder and click on the Projection Wizard button



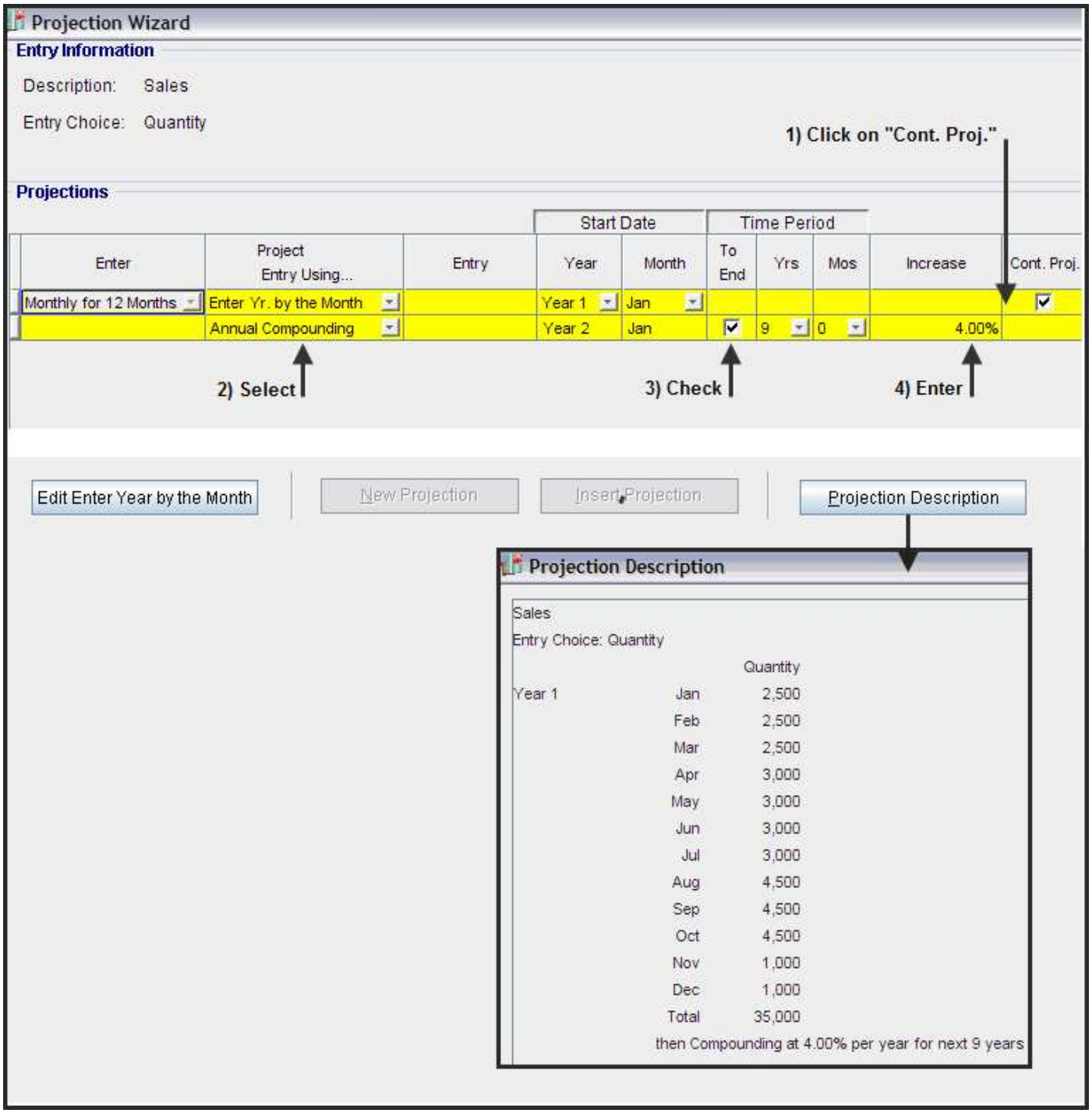
2. Select "Enter Yr. by the Month" to display the "Enter Yr. by the Month" dialog



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



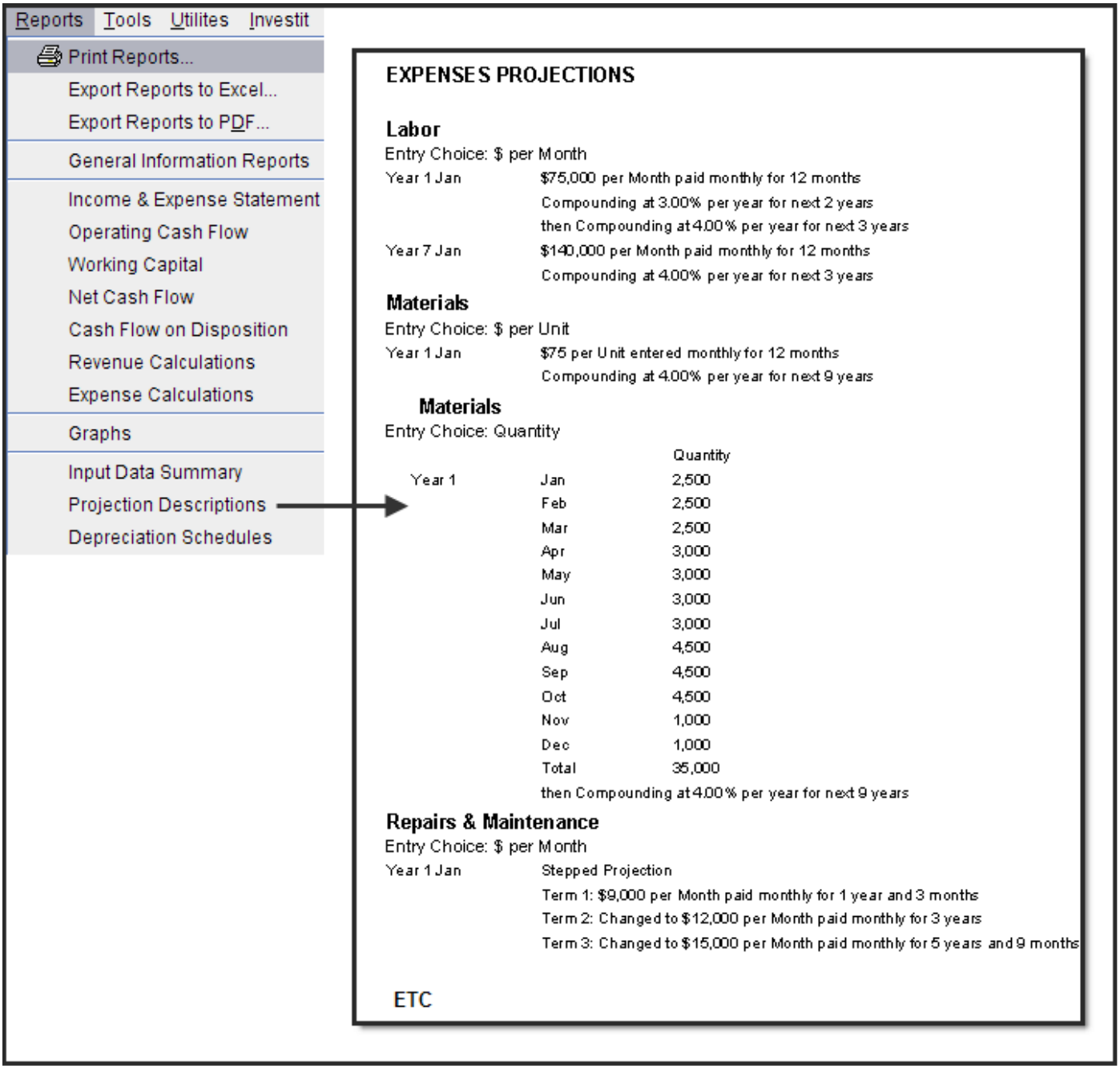
Projection Wizard Entries



Projection Description Report

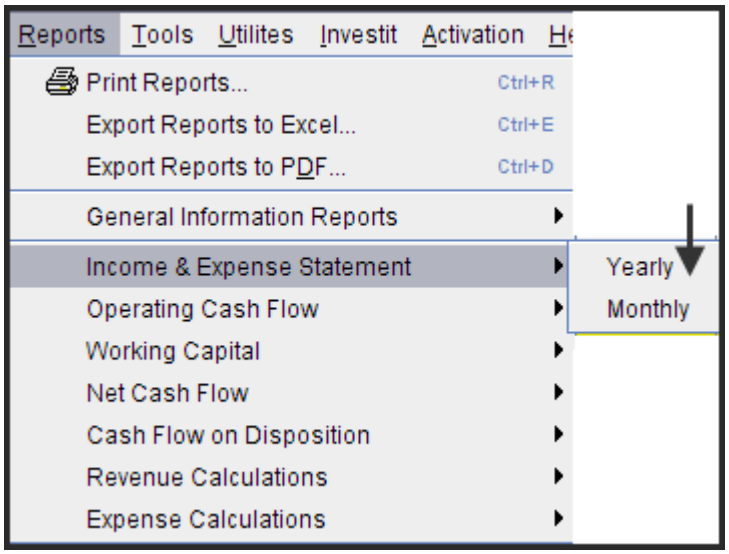
A description of all the Expense and Revenue projections can be printed from the Report menu as follows;

Select “Projection Descriptions” on the report menu



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**