# CREATING YOUR OWN TEMPLATES CANADIAN EXAMPLE

# INTRODUCTION

This example shows you how to create your own templates and projects using an interesting property which comprises of a Water Park, Marina and Retail space.

The Water Slide Park only operates from May to October each year.

This example shows you how to set up your own Entry Choices and use Categories to create "Profit Centers"

Note: In this example the Rent Roll isn't used. All the Revenue is entered in the Revenue folder.

### The Process:

- 1. Open the "Invest Mixed Use + Rent Roll & Cat" template
- 2. Create the new Entry Choices
- 3. Create the Categories
- 4. Save as My Template

Once you have created and saved the template you can enter the data

The Categories to be set up are; Retail (This category already exists) Marina Water Park

The Entry Choices to be set up are;

#### Expense Folder

\$ per Ticket per Day\$ per Ticket & Quantity\$ per Boat per Mo

#### **Revenue Tab**

\$ per Ticket per Day\$ per Ticket & Quantity\$ per Boat per Mo

This practice example consists of two Sections;

- 1. The input information for the project
- 2. The instructions for entering the project data

### PROJECT INFO. Folder

Property Name: Waterside Park Description: Creating a new Template. Example Starting Date: Year 1 Jan Building Area: Not Entered Gross Leasable Area: Not Entered Land Area: Not Entered Frontage: Not Entered

## **PROJECT INFORMATION**

Analysis Period: 9 Years Purchase Price: \$12,000,000 Acquisition Costs: \$50,000

### **INVESTOR Folder**

Marginal Tax Rate: 42.00% Percentage of Capital Gain: 50.00% Discount Rate Before Tax: 16.00% Short Term Rates Before Tax: for calculating the Modified Internal Rate of Return (MIRR) Financing Rate: 8.000% Reinvestment Rate: 3.000%

# **INVESTMENT** Folder

### Land

Description: Land Amount: \$4,000,000 Year 1 Jan CCA Class: Land (No Deprec.)

### Building

Description: Building Amount: \$8,050,000 Year 1 Jan CCA Class: Building

### **EXPENSES** folder

Operating expenses paid for by the investor such as taxes, insurance, maintenance, property management etc

For simplicity the total operating expenses are expressed as \$ per Sq. Ft per Yr which includes Taxes, insurance, maintenance and property information

The operating expenses are broken down between Water Park, Retail and Marina in order to set up the Water Park, Retail and Marina profit centers.

### **Pty Taxes Water Park**

\$120,000 paid every 12 months then increasing at 4.00% compounding per year. **Category:** Water Park

### **Insurance Water Park**

\$55,000 paid every 12 months then increasing at 3.00% compounding per year. **Category:** Water Park

### **Maintenance Water**

for the first year is as follows;

Year 1	Amount
Jan	\$10,000
Feb	\$10,000
Mar	\$10,000
Apr	\$10,000
May	\$30,000
June	\$45,000
July	\$50,000
Aug	\$50,000
Sept	\$30,000
Oct	\$10,000
Nov	\$10,000
Dec	\$10,000

The maintenance expenses sales are projected to increase at 6.00% compounding per year for remaining 9 years.

### **Concession Expenses**

Estimated expenses to operate the concession stand base on ticket sales

\$4.00 per Ticket for the first year then increasing at 5.00% compounding per year **Category:** Water Park

Quantity of tickets sold per month for the first year are as follows;

Year 1	Cost per ticket	Quantity (Ticket Sales
Jan		0
Feb		0
Mar		0
Apr		0
May	\$4.00	1,000
June	\$4.00	3,000
July	\$4.00	15,000
Aug	\$4.00	15,000
Sept	\$4.00	15,000
Oct	\$4.00	1000
Nov		0
Dec		0

The Quantity is projected to increase at 5.00% compounding per year for the remaining 9 years

# Operating Expenses. 4,000 Sq. Ft

**Operating Expenses** 

\$13.00 per Sq. Ft per Yr paid monthly for 12 months then increasing at 3.00% compounding per year **Category:** Retail

Pty Taxes Marina

\$60,000 paid every 12 months then increasing at 4.00% compounding per Year **Category:** Marina

### **Insurance Marina**

\$20,000 paid every 12 months then increasing at 3.00% compounding per year **Category:** Marina

Maintenance Marina: \$2,000 paid monthly for 12 months then increasing at 3.00% compounding per year Category: Marina

### **REVENUE** folder

### Water Park Ticket Sales

The Waterslide Park is only in operation from May to October each year

The ticket price is \$15.00 per Ticket for the first year then increasing at 3.00% compounding per year

Category: Water Park

Quantities for the first year are as follows;

Year 1	Price per Ticket	Quantity (Ticket Sales
Jan		0
Feb		0
Mar		0
Apr		0
May	\$15.00	1,000
June	\$15.00	3,000
July	\$15.00	15,000
Aug	\$15.00	15,000
Sept	\$15.00	15,000
Oct	\$15.00	1,000
Nov		0
Dec		0

The Quantity is projected to increase at 2.00% compounding for the remaining 9 years

### **Concession Sales**

The concession revenue is \$10 per Ticket for first year then increasing at 3.00% compounding **Category:** Water Park

Quantity (Ticket sales) for the first year are as follows;

Year 1	Price per ticket	Quantity (Ticket Sales
Jan		0
Feb		0
Mar		0
Apr		0
May	\$10.00	1,000
June	\$10.00	3,000
July	\$10.00	15,000
Aug	\$10.00	15,000
Sept	\$10.00	15,000
Oct	\$10.00	1,000
Nov		0
Dec		0

The Quantities are projected to increase at 3.00% compounding for the remaining 9 years

# Retail Revenue: 4,000 Sq. Ft

**Retail Base Rent** 

\$27.00 per Sq Ft per Yr paid monthly. Two terms of 5 years. Increase for the second term based on 4.00% compounding for five years **Category:** Retail

### Marina. Mooring Fees

150 boats at \$350.00 per Boat per month paid monthly for 12 months then increasing at 4.00% compounding per year **Category:** Marina

### FINANCING

### Mortgage (Borrowing)

Description: First Mortgage Commencing: Year 1 January Type: Standard Mortgage Amount: \$7,000,000 Time Period: 25 years Amortization: 25 years Nominal Interest Rate: 8.00%

# SALE Folder

# **Real Estate Commissions**

8.00% of Sale Price

# Selling Expenses

Selling Expenses \$15,000 Legal Fees: \$10,000

### Sale Price

Based on a Cap Rate of 12.00% using the Income for the year following the Sale i.e., based on the Income & Expenses for year 10.

## **CREATING THE TEMPLATE**

### Process:

- 1) Setting up Entry Choices
- 2) Setting up Categories

Steps for setting up Entry Choices

### **EXPENSES** folder

1. Delete rows 2 through 7 by selecting each row and pressing the Delete button

Setting up Entry Choice "\$ per Ticket and Quantity"

- 1) Click on the Entry Choice scroll down menu
- 2) Scroll down and select the "Edit list..." option. The Entry Choice List dialog should pop up
- 3) Click on the Add button to get to the Add Entry Choice dialog
- 4) In the entry field enter "Ticket"

5) Select "and Quantity" from the options in the top right correct of the dialog box The dialog box should now look like this;

Add Entry Choice			×
User Defined \$ per Ticket • Enter using Dollars & Cents • Enter using only Dollars	<b>E</b> q. \$754.35 Eq. \$754	and	C Time Period C No Time Period C and Quantity Quantity
Preview \$ per Ticket and Quan <u>Q</u> K	tity <u>C</u> ancel		Help

Press OK to return the Add Entry Choice Dialog

- 6) The new Entry Choice is now at the bottom of the list. The next step is to move it to the top.
- 7) Make sure the new Entry Choice "\$ per Ticket and Quantity" is selected and press the Move Up

button. Each time you press the Move Up button the Entry Choice will move up one position on the list. You will need to press the Move Up button until the Entry Choice reaches the top of the list.

8) Press the OK button to save your changes

Select the Revenue folder

# **REVENUE** folder

In the Revenue folder we need to set up 3 new Entry Choices and 2 additional Categories.

\$ per Ticket per Day

- \$ per Ticket and Quantity
- \$ per Boat per Mo

Setting up Entry Choice "\$ per Ticket per Day"

- 1) Click on the Entry Choice scroll down menu
- 2) Scroll down and select the "Edit list..." option. The Entry Choice List dialog should pop up
- 3) Click on the Add button to get to the Add Entry Choice dialog
- 4) In the entry field enter "Ticket"
- 5) Select "Day" from the scroll down menu
- 6) Press OK to return to the Add Entry Choice dialog
- 7) The new Entry Choice is now at the bottom of the list. The next step is to move it to the top.
- 8) Make sure the new Entry Choice "\$ per Ticket per Day" is selected and press the Move Up button Each time way needs the Maya Ha button the Entry Choic

move up one position on the list. You will need to press the Move Up button the Entry Choice will Entry Choice reaches the top of the list.

9) Press the OK button to save your changes

Setting up Entry Choice "\$ per Ticket and Quantity"

- 1) Click on the Entry Choice scroll down menu
- 2) Scroll down and select the "Edit list..." option. The Entry Choice List dialog should pop up
- 3) Click on the Add button to get to the Add Entry Choice dialog
- 4) In the entry field enter "Ticket"
- 5) Select "and Quantity" from the options in the top right correct of the dialog box
- 6) Press OK to return to the Add Entry Choice dialog
- 7) The new Entry Choice is now at the bottom of the list. The next step is to move it to the top.
- 8) Make sure the new Entry Choice "\$ per Ticket and Quantity" is selected and press the Move Up

button. Each time you press the Move Up button the Entry Choice will move up one position on the list. You will need to press the Move Up button until the Entry Choice reaches the top of the list.

9) Press the OK button to save your changes

Setting up Entry Choice "\$ per Boat per Mo"

- 1) Click on the Entry Choice scroll down menu
- 2) Scroll down and select the "Edit list..." option. The Entry Choice List dialog should pop up
- 3) Click on the Add button to get to the Add Entry Choice dialog
- 4) In the entry field enter "Boat"
- 5) Select "Mo" from the scroll down menu
- 6) Press OK to return to the Add Entry Choice dialog
- 7) The new Entry Choice is now at the bottom of the list. The next step is to move it to the top.
- 8) Make sure the new Entry Choice "\$ per Ticket and Quantity" is selected and press the Move Up

button. Each time you press the Move Up button the Entry Choice will move up one position on the list. You will need to press the Move Up button until the Entry Choice reaches the top of the list.

- 9) Press the OK button to save your changes
- Setting up Categories
  - 1) Water Park
  - 2) Marina

Setting up the Water Park Category

- 1) Click on the Category scroll down menu
- 2) Select the "Edit List..." option to bring up the Edit List menu
- 3) Click on the "Add..." button to get to the Add Category menu
- 4) Enter "Water Park" in the entry field
- 5) Press the OK button to return the Edit List menu
- 6) The new Category is now at the bottom of the list. The next step is to move it to the top.
- 7) Make sure the new Category "Water Park" is selected and press the button. Each time you press the Move Up button the Entry Choice will move up one position on the list. You will need to press the Move Up button until the Entry Choice it is below "Retail" on the list
- 8) Press the OK button to save your changes

Setting up the Marina Category

- 1) Click on the Category scroll down menu
- 2) Select the "Edit List..." option to bring up the Edit List menu
- 3) Click on the "Add..." button to get to the Add Category menu
- 4) Enter "Marina" in the entry field
- 5) Press the OK button to return the Edit List menu
- 6) The new Category is now at the bottom of the list. The next step is to move it to the top.
- 7) Make sure the new Category "Marina" is selected and press the Move Up button. Each time you press the Move Up button the Entry Choice will move up one position on the list. You will need to press the Move Up button until the Entry Choice it is below "Retail" on the list

Note: The 3 Categories you will use to create the project in next section of this guide "Marina", "Water Park" and "Retail" should now be at the top of the list

- 8) Press the OK button to save your changes
- 1. Select row 2 and press the Delete button

Saving the Template

- 1) Click on the file menu
- 2) Select "Save as Template..."
- Enter a name for the template "My Example Template" Note: A this point you can choose to enter a description of your template in the text box. The only thing that must be entered is the name of your template
- 4) Press the OK button to save your template

# **CREATING A PROJECT FROM YOUR TEMPLATE**

### Getting started

The first step is to open the Template you just created.

- 1. Open investor Pro.
- 2. Select the New Project Folder then select the My Templates folder

Investit Templates	My Templates
Select Template for New Pro	ject
My Example Template	_
· · · ·	
	]
Open Help	Export/Import

- 3. Select and open "My Example Template" or whatever name you chose. The analysis period dialog will open at this point.
- 4. Enter 9 years and click OK

### Entering the project data and information

#### **PROJECT INFO Folder**

- 1. Enter the Property Name: Waterslide Park
- 2. Enter Description: Creating a New Template. Example
- 3. Enter the Purchase Price: \$12,000,000
- 4. Enter the Acquisition Costs: \$50,000

### **INVESTOR** folder

1. Enter the Discount Rate Before Tax: 16.00% Notes:

The Discount Rate is used to calculate the Net Present Value and Net Effective Rent The program automatically calculates the Discount Rate After Tax

- 2. Enter Short Term Rates Before Tax
  - Financing Rate: 8.00% Reinvestment Rate: 3.00%

#### **INVESTMENT** Folder

- First Row
- 1. Enter the Amount: \$4,000,000

#### Second Row

- 1. Select row 2 'Building'
- 2. Enter the Amount: \$8,050,000

### Third Row

- 1. Select row 3 'Furn/Equip'
- 2. Click on the Delete button

# EXPENSES Folder

Steps for setting up the Expenses folder

- 1. Select row 1
- 2. Entry the Description "Pty Taxes Water Park
- 3. Select Entry Choice "Amount
- 4. Select Category "Water Park
- 5. Press the Add button 7 times. You should have a total of 8 rows after doing this.
- 6. Select row 2
- 7. Enter the Description "Insurance Water Park"
- 8. Select Entry Choice "Amount"
- 9. Select Category "Water Park"
- 10. Select row 3
- 11. Enter Description "Maintenance Water"
- 12. Select Entry Choice "Amount"
- 13. Select Category "Water Park"
- 14. Select row 4
- 15. Enter Description "Concession Expenses"
- 16. Select Entry Choice "\$ per Ticket and Quantity"
- Note: A new row with Entry Choice Quantity will appear below row 4
- 17. Select Category "Water Park"
- 18. Select what is now row 6
- 19. Enter Description "Operating Expenses"
- 20. Select Entry Choice "\$ per Sq. Ft per Yr"
- 21. Enter QTY 4000"
- 22. Select Category "Retail"
- 23. Select row 7
- 24. Enter Description "Pty Taxes Marina"
- 25. Select Entry Choice "Amount"
- 26. Select Category "Marina"
- 27. Select row 8
- 28. Enter Description "Insurance Marina"
- 29. Select Entry Choice "Amount"
- 30. Select Category "Marina"
- 31. Select row 9
- 32. Enter Description "Maintenance Marina"
- 33. Select Entry Choice "Amount"
- 34. Select Category "Marina"

The next step is to enter and project the expenses using

Projection Wizard

# Pty Taxes Water Park

\$120,000 paid every 12 months then increasing at 4.00% compounding per year. Category: Water Park

Steps for enter Pty Taxes Water Park into the Projection Wizard

1. Select row 1: 'Pty Taxes Water Park'

Projection Wizard 2. Click on which displays the Projection Wizard

In the Projection Wizard

- 3. Paid column: Select "Monthly for 12 Months"
- 4. Project Entry Using column: Select "Annual Compounding"
- Amount column: Enter \$120,000
  Time Period column: Check the "To End" box.
- 7. **Increase column:** Enter the compounding rate of 4.00%

Projection Description To view your entries, click on the button, which describes the entries and projections.

	Pty Taxes Water Park						
	Entry Choice: Amount						
	Year 1 Jan \$120,000 paid every 12 months						
	Compounding at 4.00% per year for next 9 years						
L							

Press OK to return to the Projection Wizard

Your Entries in the Projection Wizard should look like this;

Projection Wizard									
Entry Information	Entry Information								
Description: Pty Taxe	Description: Pty Taxes Water Park								
Entry Choice: Amount									
Projections									
		1	Start	Date	Ti	me Peri	ind		
Paid	Project Entry Using	Amount	Year	Month	To End	Yrs	Mos	Increase	Cont. Proj.
Every 12 Months	Annual Compounding	\$ 120,000	Year 1 🔄	Jan 🔄	<b>V</b>	10 🖃		4.00%	

Press OK to return to the Expenses folder

### Insurance Water Park

\$55,000 paid every 12 months then increasing at 3.00% compounding per year. Category: Water Park

- 1. Select row 2: 'Insurance Water Park'
- Projection Wizard 2. Click on which displays the Projection Wizard

In the Projection Wizard

- 3. Paid column: Select "Monthly for 12 Months"
- 4. Project Entry Using column: Select "Annual Compounding"
- 5. Amount column: Enter \$55,000
- 6. Time Period column: Check the "To End" box.
- 7. Increase column: Enter the compounding rate of 3.00%

To view your entries, click on the	Projection Description	button, which describes the
entries and projections.		

Insurance Water Park					
Entry Choice: Amount					
Year 1 Jan \$55,000 paid every 12 months					
Compounding at 3.00% per year for next 9 years					

Press OK to return to the Projection Description

Your Entries in the Projection Wizard should look like this;

[	🛅 Projection Wizard									
ſ	Entry Information									
	Description: Insurance Water Park									
	Entry Choice: Amount									
ļ	Projections									
	r ojecuona		1	Start	Date	Ti	me Per	od		
	Paid	Project Entry Using	Amount	Year	Month	To End	Yrs	Mos	Increase	Cont. Proj.
Iľ	Every 12 Months *	Annual Compounding	\$ 55,000	Year 1 +	Jan *1	~	10 -1		3.00%	

Press OK to return to the Expenses folder

#### Maintenance Water

Maintenance Water for the first year is as follows;

Year 1	Amount
Jan	\$10,000
Feb	\$10,000
Mar	\$10,000
Apr	\$10,000
May	\$30,000
June	\$45,000
July	\$50,000
Aug	\$50,000
Sept	\$30,000
Oct	\$10,000
Nov	\$10,000
Dec	\$10,000

The maintenance expenses sales are projected to increase at 6.00% compounding per year for remaining 9 years.

Entering Maintenance Water into the Projection Wizard

- 1. Select row 3: 'Maintenance Water'
- 2. Click on Projection Wizard which displays the Projection Wizard
- 3. **Project Entry Using... column:** Select "Enter Year by the Month" and enter the Amounts as follows;

Starting Year	Year 1 💌	
Starting Month	Jan 💌	
Month	Amount	Fill Down
Year 1 - Jan	10,000	Theown
Year 1 - Feb	10,000	
Year 1 - Mar	10,000	
Year 1 - Apr	10,000	
Year 1 - May	30,000	
Year 1 - Jun	45,000	
Year 1 - Jul	50,000	
Year 1 - Aug	50,000	
Year 1 - Sep	30,000	
Year 1 - Oct	10,000	
Year 1 - Nov	10,000	
Year 1 - Dec	10,000	
Total	275,000	

Note: For repeating entries highlight the necessary boxes and press "Fill Down"

Press OK to return to the Projection Wizard

To project the Maintenance Water at 6.00% Compounding per year for the remaining 9 years

- Check the "Cont. Proj." box
  Project Entry Using column: Select "Annual Compounding"
  Time Period column: Check the "To End" box
  Increase column: Enter 6.00%

To view vour	entries. click	on the	Projection Description	button, which describes the
entries and pr	ojections.			
Maintenance W	Vater			
Entry Choice: A	Amount			
		Amount		
Year 1	Jan	10,000		
	Feb	10,000		
	Mar	10,000		
	Apr	10,000		
	May	30,000		
	Jun	45,000		
	Jul	50,000		
	Aug	50,000		
	Sep	30,000		
	Oct	10,000		
	Nov	10,000		
	Dec	10,000		
	Total	275,000		
	then Com	oounding at 6.	00% per year paid every 12 month	is for next 9 years

Press Ok to return to the Projection Wizard

### Your Entries in the Projection Wizard should look like this;

Projection Wizard									
Entry Information									
Description: Mainter	Description: Maintenance Water								
Entry Choice: Amount	t								
Projections									
			Start	Date	Ti	me Peri	iod		
Paid	Project Entry Using	Amount	Year	Month	To End	Yrs	Mos	Increase	Cont. Proj.
Monthly	Enter Yr. by the Month 📃 💌		Year 1 🔄	Jan 👱					~
	Annual Compounding		Year 2	Jan	2	9 🗹	0 🗹	6.00%	

Press OK to return to the Expenses folder

## **Concession Expenses**

\$4.00 per Ticket and Quantity paid monthly for 12 months then increasing at 5.00% compounding per year Category: Water Park

Year 1	Cost per ticket	Quantity (Ticket Sales
Jan		0
Feb		0
Mar		0
Apr		0
May	\$4.00	1,000
June	\$4.00	3,000
July	\$4.00	15,000
Aug	\$4.00	15,000
Sept	\$4.00	15,000
Oct	\$4.00	1000
Nov		0
Dec		0

Quantity of tickets sold per month for the first year are as follows;

The Quantity is projected to increase at 5.00% compounding per year for the remaining 9 years

- 1. Select row 4: 'Concession Expenses'
- 2. Click on <u>Projection Wizard</u> which displays the Projection Wizard In the Projection Wizard
- 3. Paid column: Select "Monthly for 12 Months"
- 4. **Project Entry Using... column:** Select "Enter Year by the Month" and enter the Amounts as follows;

Note: For repeating entries highlight the necessary boxes and press "Fill Down"

Enter Year by Starting Year	Year 1 💌	×
Starting Month	Jan 💌	
Month	Amount Fill Down	1
Year 1 - Jan	\$ 0.00	
Year 1 - Feb	\$ 0.00	
Year 1 - Mar	\$ 0.00	
Year 1 - Apr	\$ 0.00	
Year 1 - May	\$ 4.00	
_Year 1 - Jun	\$ 4.00	
Year 1 - Jul	\$ 4.00	
Year 1 - Aug	\$ 4.00	
Year 1 - Sep	\$ 4.00	
Year 1 - Oct	\$ 4.00	
Year 1 - Nov	\$ 0.00	
Year 1 - Dec	\$ 0.00	
QK	Cancel Help	

Press OK to return to the Projection Wizard

- Check the "Cont. Proj." box
  Project Entry Using column: Annual Compounding
- 10. Time Period column: Check the "To End" box
- 11. Increase column: Enter 5.00%

Projection Description To view your entries, click on the button, which describes the entries and projections.

Consession Expenses		
Entry Choice: \$ per Ticket	t	
	Amount	
Year1 Ja	an \$0.00	
F	eb 0.00	
M	ar 0.00	
А	pr 0.00	
Ma	ay 4.00	
JI	un 4.00	
	Jul 4.00	
A	ug 4.00	
S	ер 4.00	
0	oct 4.00	
N	ov 0.00	
D	ec 0.00	
then	Compounding at	5.00% per year paid every 12 months for next 9 years

Press OK to return to the Projection Wizard

Your entries in the Projection Wizard should look like this;

Projection Wizard									
Entry Information									
Description: Consession Expenses									
Entry Choice: \$ per T	icket								
Projections									
			Start	Date	Ti	me Per	iod		
Enter	Project Entry Using	Entry	Year	Month	To End	Yrs	Mos	Increase	Cont. Proj.
Monthly 🗾	Enter Yr. by the Month		Year 1 👱	Jan 🗾					2
	Annual Compounding		Year 2	Jan	2	9 🗹	0 🖃	5.00%	

Press OK to return to the Expenses folder

- 5. Select row 5 with EC "Quantity"
- Projection Wizard 6. Click on which displays the Projection Wizard
- 7. Project Entry Using... column: Select "Enter Year by the Month" and enter the Amounts as follows;

Note: For repeating entries highlight the necessary boxes and press "Fill Down"

💼 Enter Year by t	the Month	X
Starting Year	Year 1 💌	
Starting Month	Jan 💌	
Month	Quantity	Fill Down
_Year 1 - Jan	0	
Year 1 - Feb	0	
Year 1 - Mar	0	
Year 1 - Apr	0	
Year 1 - May	1,000	
_Year 1 - Jun	3,000	
Year 1 - Jul	15,000	
Year 1 - Aug	15,000	
Year 1 - Sep	15,000	
_Year 1 - Oct	1,000	
Year 1 - Nov	0	
Year 1 - Dec	0	
Total	50,000	
<u>O</u> K	Cancel	jelp

To project the Amount of Tickets by 5.00% Compounding per year for the remaining 9 years

- Check the "Cont. Proj." box
  Project Entry Using column: Select "Annual Compounding"
  Time Period column: Check the "To End" box
- 11. Increase column: Enter 5.00%

To view your entries, click on the	Projection Description	button, which describes the
entries and projections.		

Consession Exper	nses		
Entry Choice: Qua	intity		
		Quantity	
Year 1	Jan	0	
	Feb	0	
	Mar	0	
	Apr	0	
	May	1,000	
	Jun	3,000	
	Jul	15,000	
	Aug	15,000	
	Sep	15,000	
	Oct	1,000	
	Nov	0	
	Dec	0	
	Total	50,000	
	then Comp	ounding at 5.	00% per year paid every 12 months for next 9 years

# Press OK to return to the Projection Wizard

Your Entries in the Pro	jection Wizard should look like th	is;
-------------------------	------------------------------------	-----

Tear Entree in the	i rejection meara	enedia reentin	(o (i iio,						
B Projection Wizard									
Entry Information									
Description: Consession Expenses									
Entry Choice: Quantity	/								
Projections									
rigections			Chart	Data		me Deri	a d		
			Stan	Date		ne Per	oa		
Enter	Project Entry Using	Entry	Year	Month	To End	Yrs	Mos	Increase	Cont. Proj.
Monthly	Enter Yr. by the Month 📃 👱	1	Year 1 👱	Jan 👱					<b>v</b>
	Annual Compounding		Year 2	Jan	~	9 🔟	0 🔟	5.00%	

Press OK to return to the Expenses folder

#### Operating Expenses. 4,000 Sq. Ft Operating Expenses

\$13.00 per Sq. Ft per Yr paid monthly for 12 months then increasing at 3.00% compounding per year **Category:** Retail

- 1. Select row 6: 'Operating Expenses'
- 2. Click on Projection Wizard which displays the Projection Wizard

In the Projection Wizard

- 3. Paid column: Select "Monthly for 12 Months"
- 4. Project Entry Using column: Select "Annual Compounding"
- 5. Entry column: Enter \$13.00
- 6. Time Period column: Check the "To End" box.
- 7. **Increase column:** Enter the compounding rate of 3.00%

Your Entries in the Projection Wizard should look like this

6	Projection Wizard									
٢	Entry Information									
	Description: Operating Expenses									
	Entry Choice: \$ per Sc	Entry Choice: \$ per Sq. Ft per Yr								
Ē	Projections									
_		-		Start	Date	Ti	me Per	iod		
	Paid	Project Entry Using	Entry	Year	Month	To End	Yrs	Mos	Increase	Cont. Proj.
	Monthly for 12 Months 💌	Annual Compounding	\$ 13.00	Year 1 🖃	Jan 👱	~	10 🖃	0 🖃	3.00%	

Press OK to return to the Expenses folder

### **Pty Taxes Marina**

\$60,000 paid every 12 months then increasing at 4.00% compounding per Year **Category:** Marina

- 1. Select row 7: 'PTY Taxes Marina'
- 2. Click on Projection Wizard which displays the Projection Wizard

In the Projection Wizard

- 3. Paid column: Select "Every 12 Months"
- 4. Project Entry Using column: Select "Annual Compounding"
- 5. Amount column: Enter \$60,000
- 6. Time Period column: Check the "To End" box.
- 7. Increase column: Enter the compounding rate of 4.00%

Your entries in the Projection Wizard should look like this;

l	Projection Wizard									
ſ	Entry Information									
	Description: Pty Taxes Marina									
Entry Choice: Amount										
Ļ	Projections									
	rigections						-			
Ι,				Start	Date	<u> </u>	me Per	lod		
	0.11	Project				То				
	Paid	Entry Using	Amount	Year	Month	End	Yrs	MOS	Increase	
ľ	Every 12 Months 🔹	Annual Compounding	\$ 60,000	Year 1 💌	Jan 🖃	<b>V</b>	10 -		4.00%	

Press OK to return to the Expenses folder

#### **Insurance Marina**

\$20,000 paid every 12 months then increasing at 3.00% compounding per year **Category:** Marina

- 1. Select row 8: 'Insurance Marina'
- 2. Click on Projection Wizard which displays the Projection Wizard

In the Projection Wizard

- 3. Paid column: Select "Every 12 Months"
- 4. Project Entry Using column: Select "Annual Compounding"
- 5. Amount column: Enter \$20,000
- 6. Time Period column: Check the "To End" box.
- 7. **Increase column:** Enter the compounding rate of 3.00%

## Your entries in the Projection Wizard should look like this;

📴 Projection Wizard										
Entry Information	Entry Information									
Description: Insuran	Description: Insurance Marina									
Entry Choice: Amount										
Projections										
			Start	Date	Ti	me Per	iod			
Paid	Project Entry Using	Amount	Year	Month	To End	Yrs	Mos	Increase		
Every 12 Months 🔄	Annual Compounding	\$ 20,000	Year 1 🖃	Jan 🗾	2	10 🔟		3.00%		

Press OK to return to the Expenses folder

Maintenance Marina: \$2,000 paid monthly for 12 months then increasing at 3.00% compounding per year

Category: Marina

- 1. Select row 9: 'Maintenance Marina'
- Projection Wizard 2. Click on which displays the Projection Wizard

In the Projection Wizard

- 3. Paid column: Select "Every 12 Months"
- 4. Project Entry Using column: Select "Annual Compounding"
- Amount column: Enter \$2,000
  Time Period column: Check the "To End" box.
- 7. Increase column: Enter the compounding rate of 3.00%

Your entries in the Projection Wizard should look like this;

e	Projection Wizard								
٢	Entry Information								
	Description: Mainten	ance Marina							
Entry Choice: Amount									
	Projections								
				Start	Date	Ti	me Per	iod	
	Paid	Project Entry Using	Amount	Year	Month	To End	Yrs	Mos	Increase
	Monthly for 12 Months 🔟	Annual Compounding	\$ 2,000	Year 1 👱	Jan 🗾	2	10 🔟	0 🗹	3.00%

Press OK to return to the Expenses folder

# **REVENUE Folder**

Setting up the Revenue folder

- 1. Select row 1
- 2. Enter Description "Water Park Ticket Sales"
- Select Entry Choice "\$ per Ticket and Quantity"
  Select Category "Water Park"

Add Press the button

- 1. Select row 3
- 2. Enter Description "Concession Sales"
- 3. Select Entry Choice "\$ per Ticket and Quantity"
- 4. Select Category "Water Park"

Add Press the button

- 1. Select row 5
- 2. Enter Description "Retail Base Rent"
- 3. Select Entry Choice "\$ per Sq. Ft per Yr"
- 4. Enter QTY "4000"
- 5. Select Category "Retail"

Add Press the button

- 1. Select row 6
- 2. Enter Description "Marina. Mooring Fees"
- 3. Select Entry Choice "\$ per Boat per Mo"
- 4. Enter QTY "150"
- 5. Select Category "Marina"

The next step is to project the data using the Projection Wizard;

### Water Park Ticket Sales

\$15.00 per Ticket and Quantity paid monthly for 12 months then increasing at 3.00% compounding per year

Category: Water Park

Year 1	Price per Ticket	Quantity (Ticket Sales
Jan		0
Feb		0
Mar		0
Apr		0
May	\$15.00	1,000
June	\$15.00	3,000
July	\$15.00	15,000
Aug	\$15.00	15,000
Sept	\$15.00	15,000
Oct	\$15.00	1,000
Nov		0
Dec		0

### Quantities for the first year are as follows;

The Quantities are projected to increase at 2.00% compounding for the remaining 9 years

- 1. Select row 1: 'Water Park Ticket Sales'
- 2. Click on Projection Wizard which displays the Projection Wizard

In the Projection Wizard

3. **Project Entry Using... column:** Select "Enter Year by the Month" and enter the Amounts as follows;

Note: For repeating entries highlight the necessary boxes and press "Fill Down."

Starting Month	Jan 💌	
Month	Amount	Fill Down
Year 1 - Jan	\$ 0.00	Theodali
Year 1 - Feb	\$ 0.00	
Year 1 - Mar	\$ 0.00	
Year 1 - Apr	\$ 0.00	
Year 1 - May	\$ 15.00	
Year 1 - Jun	\$ 15.00	
Year 1 - Jul	\$ 15.00	
Year 1 - Aug	\$ 15.00	
Year 1 - Sep	\$ 15.00	
Year 1 - Oct	\$ 15.00	
Year 1 - Nov	\$ 0.00	
Year 1 - Dec	\$ 0.00	

Press OK to return to the Projection Wizard

To project the Amount of Tickets by 5.00% Compounding per year for the remaining 9 years

- 4. Check the "Cont. Proj." box
- 5. Project Entry Using column: Select "Annual Compounding"
- 6. Time Period column: Check the "To End" box
- 7. Increase column: Enter 3.00%

### Your Entries in the Projection Wizard should look like this;

Projection Wizard										
Entry Information	Entry Information									
Description: Water Pa	ark Ticket Sales									
Entry Choice: \$ per Ti	Entry Choice: \$ per Ticket									
Projections										
			Start	Date	Ti	me Peri	iod			
Enter	Project	Entry	Vear	Month	То	Vre	More	Increase	Cont Proi	
Critici	Entry Using	Line y	Tour	monart	End		moo	TRICODO	cont.rroj.	
Monthly	Enter Yr. by the Month 📃 📩		Year 1 👱	Jan 🗾					~	
	Annual Compounding 🔄		Year 2	Jan	2	9 🗹	0 🗹	3.00%		

Press OK to return to the General Revenue folder

- 8. Select row 2 with EC "Quantity"
- 9. Click on Projection Wizard which displays the Projection Wizard
- 10. **Project Entry Using... column:** Select "Enter Year by the Month" and enter the Amounts as follows;

Note: For repeating entries highlight the necessary boxes and press "Fill Down"

🕮 Enter Year by	the Month	
Starting Year Starting Month	Year 1 💌 Jan 💌	
Month	Quantity	Fill Down
Year 1 - Jan	0	r in bowin
Year 1 - Feb	0	
Year 1 - Mar	0	
Year 1 - Apr	0	
Year 1 - May	1,000	
_Year 1 - Jun	3,000	
Year 1 - Jul	15,000	
Year 1 - Aug	15,000	
Year 1 - Sep	15,000	
_Year 1 - Oct	1,000	
Year 1 - Nov	0	
Year 1 - Dec	0	
Total	50,000	
Ōĸ	<u>C</u> ancel	ielp

Press OK to return to the Projection Wizard

To project the Amount of Tickets by 2.00% Compounding per year for the remaining 9 years

- 11. Check the "Cont. Proj." box
- 12. Project Entry Using column: Select "Annual Compounding"
- 13. **Time Period column:** Check the "To End" box
- 14. Increase column: Enter 2.00%

### Your Entries in the Projection Wizard should look like this;

Projection Wizard									
Entry Information	Entry Information								
Description: Water P	ark Ticket Sales								
Entry Choice: Quantit	Entry Choice: Quantity								
Projections									
			Start	Date	Т	me Peri	od		
Enter	Project	Entry	Veer	Month	То	Vre	Mae	Increase	Cont Proj
Citter	Entry Using	Chury	rear	monan	End	110	mus	I LICIOSO	COR. Proj.
Monthly	Enter Yr. by the Month		Year 1 🖃	Jan 👱					2
	Annual Compounding		Year 2	Jan	2	9 -	0 🔟	2.00%	

Press OK to return to the General Revenue folder

### **Concession Sales**

\$10 per Ticket and Quantity paid monthly for 12 months then increasing at 3.00% compounding **Category:** Water Park

Year 1	Price per ticket	Quantity (Ticket Sales
Jan		0
Feb		0
Mar		0
Apr		0
May	\$10.00	1,000
June	\$10.00	3,000
July	\$10.00	15,000
Aug	\$10.00	15,000
Sept	\$10.00	15,000
Oct	\$10.00	1,000
Nov		0
Dec		0

Quantity (Ticket sales) for the first year are as follows;

The Quantities are projected to increase at 3.00% compounding for the remaining 9 years

- 1. Select row 3: 'Concession Sales'
- 2. Click on Projection Wizard which displays the Projection Wizard

In the Projection Wizard

3. **Project Entry Using... column:** Select "Enter Year by the Month" and enter the Amounts as follows;

starting month	Jan 🚬	
Month	Amount	Fill Down
Year 1 - Jan	\$ 0.00	T III DOWIT
Year 1 - Feb	\$ 0.00	
Year 1 - Mar	\$ 0.00	
Year 1 - Apr	\$ 0.00	
Year 1 - May	\$10.00	
Year 1 - Jun	\$10.00	
Year 1 - Jul	\$10.00	
Year1 - Aug	\$10.00	
Year 1 - Sep	\$10.00	
Year 1 - Oct	\$10.00	
Year 1 - Nov	\$ 0.00	

Note: For repeating entries highlight the necessary boxes and press "Fill Down"

Press OK to return to the Projection Wizard

To project the Amount of Tickets by 3.00% Compounding per year for the remaining 9 years

- 4. Check the "Cont. Proj." box
- 5. Project Entry Using column: Select "Annual Compounding"
- 6. Time Period column: Check the "To End" box
- 7. Increase column: Enter 3.00%

Your entries in the Projection Wizard should look like this;

Projection Wizard									
Entry Information									
Description: Conces	Description: Concession Sales								
Entry Choice: \$ per Ti	Entry Choice: \$ per Ticket								
Projections									
			Start	Date	Ti	me Per	iod		
Enter	Project Entry Using	Entry	Year	Month	To End	Yrs	Mos	Increase	Cont. Proj.
Monthly	Enter Yr, by the Month 🖉 💌	J	Year 1 🖃	Jan 👱					2
	Annual Compounding *		Year 2	Jan	2	9 -1	0 1	3.00%	

Press OK to return to the Projection Wizard

- 8. Select row 5 with EC "Quantity"
- 9. Click on Projection Wizard which displays the Projection Wizard
- 10. **Project Entry Using... column:** Select "Enter Year by the Month" and enter the Amounts as follows;

Starting Year	Year 1	
Starting Month	pan 💽	
Month	Quantity	Fill Down
Year 1 - Jan	0	
Year 1 - Feb	0	
Year 1 - Mar	0	
Year 1 - Apr	0	
Year 1 - May	1,000	
Year 1 - Jun	3,000	
Year 1 - Jul	15,000	
Year 1 - Aug	15,000	
Year 1 - Sep	15,000	
Year 1 - Oct	1,000	
Year 1 - Nov	0	
Year 1 - Dec	0	
Total	50,000	

Note: For repeating entries highlight the necessary boxes and press "Fill Down"

Press OK to return to the Projection Wizard

To project the Amount of Tickets by 3.00% Compounding per year for the remaining 9 years

- 11. Check the "Cont. Proj." box
- 12. Project Entry Using column: Select "Annual Compounding"
- 13. Time Period column: Check the "To End" box
- 14. Increase column: Enter 3.00%

Your entries in the Projection Wizard should look like this;

Projection Wizard									
Entry Information									
Description: Conces	sion Sales								
Entry Choice: Quantity	1								
Projections									
			Start	Date	Ti	me Per	iod		
Enter Project Entry Using Entry Year Month To End Yrs Mos Increase Cont. Proj.									
Monthly	Enter Yr, by the Month 🔄		Year 1 🖃	Jan 👱					7
	Annual Compounding		Year 2	Jan	~	9 -1	0 -	3.00%	

Press OK to return to the Revenue folder

#### Retail Revenue: 4,000 Sq. Ft Retail Base Rent

\$27.00 per Sq Ft per Yr paid monthly. Two terms of 5 years. Increase for the second term based on 4.00% compounding for five years **Category:** Retail

#### category: Retail

- 1. Select row with Description 'Retail Base Rent'
- 2. Click on Projection Wizard which displays the Projection Wizard

3. Project Entry Using... column: Select "Stepped Proj. (Lease)"

	Project	
	Entry Using	
	Constant (Fill Right) 🛛 🔄	
	Constant (Fill Right)	
	Uniform % Increase	
	Uniform \$ Increase	
	Stepped Proj. (Lease) 🖛	
	Enter Yr. by the Month	
	Single Entry, No Proj.	
Ste	pped Projection	
٢	New value at "End of Term"	based on:
6	Annual Compounding Ratio	ite Increase
¢	C Enter Value	
0	🗅 💲 Increase	
0	C % Increase	
	No. of Terms: 2	
		Show Example ->
	<u>O</u> K <u>C</u> an	cel <u>H</u> elp

- 4. Set the No. of Terms to 2, which is the default entry and click OK to return to the Projection wizard
- 5. Entry column: Enter the lease rate \$27.00
- 6. **Time Period column:** Set Term 1 (the first row) to 5 years and Term 2 (second row) to 5 years (or check the "To End" box).
- Increase column: Enter the Annual Compounding Rate at 4.00%
  8.

Your entries in the Projection Wizard should look like this;

📴 Projection Wiza	Projection Wizard								
Entry Information									
Description: Retail Base Rent									
Entry Choice: \$ pe	er Sq. Ft per Yr								
Projections									
,				Start	Date	Т	ime Per	riod	
Daid	Project	Entry	Term	Veer	Month	То	Vre	Mag	Increases
Paiu	Entry Using	Entry	Term	rear	monum	End	115	mos	Increase
Monthly	📩 Stepped Proj. (Lease) 📑	\$ 27.00	1	Year 1 👱	Jan 👱		5 🔟	0 🔳	4.00%
			2	Year 6	Jan	7	5 🕑	0 🗉	

Press OK to return to the Revenue folder

### Marina. Mooring Fees

150 boats at \$350.00 per Boat per month paid monthly for 12 months then increasing at 4.00% compounding per year

Category: Marina

- 1. Select row with Description "Marina. Mooring Fees"
- 2. Click on Projection Wizard which displays the Projection Wizard

In the Projection Wizard

- 3. Paid column: Select "Monthly for 12 Months"
- 4. Project Entry Using column: Select "Annual Compounding"
- 5. Entry column: Enter \$350.00
- 6. Time Period column: Check the "To End" box.
- 7. Increase column: Enter the compounding rate of 4.00%

#### Your entries in the Projection Wizard should look like this;

📴 Projection Wizard								
Entry Information								
Description: Marina. Mooring Fees								
Entry Choice: \$ per Boat per Mo								
Projections								
	-		Start	Date	Ti	me Per	iod	
Paid	Project Entry Using	Entry	Year	Month	To End	Yrs	Mos	Increase
Monthly for 12 Months 👻	Annual Compounding 🔄 👱	\$ 350.00	Year 1 👱	Jan 🗾	<b>v</b>	10 🖃	0 🔟	4.00%

Press OK to return to the Revenue folder

Click on the Financing tab

### **FINANCING Folder**

#### Mortgage (Borrowing)

Type: Standard Mortgage

Year 1 January, \$7,000,000 Time Period 25 years, 25 year Amortization, Interest Rate 8.00%

Setting up a mortgage

- 1. Click on the Financing folder tab
- 2. Click on the Add Mortgage button Add Mortgage Edit Mortgage Delete Mortgage Move
- 3. Amount box: \$7,000,000
- 4. Description box: "First Mortgage"
- 5. Time Period box: 25 Years
- 6. Amortization box: 25 Years
- 7. Nominal Interest Rate box: 8.00%
- 8. Press the Compute button

The mortgage dialog should look like this;

Mortgage Details	Terms a	and Amortiz	rme	s		
Analysis Period: Year 1 Jan to Year 9 Dec	140 01 (8	Time I	Period	Amort	ization	
Commencing Year 1 V Month January V Type Standard Mortgage V	Term No	Years	Months	Years	Months	Nominal Interest Rate
Amount \$7,000,000 Interest Rate Fixed 💌	1	25	0	25	0	8.000%
Description First Mortgage						
Mortgage Settings						
Mortgage Settings Payment Frequency Monthly						
Mortgage Settings Payment Frequency Monthly Additional Payments/Borrowing						
Mortgage Settings Payment Frequency Monthly Additional Payments/Borrowing Payment Rounded Up to Nearest Cent						
Mortgage Settings Payment Frequency Monthly Additional Payments/Borrowing Payment Rounded Up to Nearest Cent Compounding Frequency Semi-annually						

Press the OK button to return to the Financing folder

# SALE Folder

# **Real Estate Commissions**

8.00% of Sale Price

The Real Estate Commission should appear like this;



Entering the Real Estate Commission

1. Enter 8.00% in the Real Estate Commission entry field

The Real Estate Commission should now look like this;

Real Estate Commission	
Fixed Percentage of Sale Price	-
8.00%	

Selling Expenses Selling Expenses \$15,000 Legal Fees: \$10,000

Selling Expenses		
Description	Entry Choice	Expense
Selling Expenses	Amount 👱	\$0
Legal Fees	Amount 🔄	\$0
Add Inser	t Delete	Move

# The Selling Expenses should appear like this:

Entering the Selling Expenses

- Select row 1 'Selling Expenses'
  Entry Choice: "Amount"
  Enter Expense: \$15,000

- 4. Select row 2: 'Legal Fees'
- 5. Entry Choice: "Amount"
- 6. Enter Expense: \$10,000

The Selling Expenses should now look like this;

### Sale Price

Base on a Cap Rate of 12.00% using Based on the Income for the year following the Sale i.e., based on the Income & Expenses for year 10.

The Sale Price Estimator should appear like this;

Sale Price Estima	tor
S	ale Price Wizard
	\$ 0
1. Press the	Sale Price Wiza

The Sale Price Wizard dialog will pop up;

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Financial Measure	Base	d on the income the last year <b>Sale Price</b>	Based on the incor the year following th Sale Price	ne for e Sale
Potential Gross Income Multiplier	0.00	\$0 @	0.00	\$ 0
Effective Gross Income Multiplier	0.00	\$ 0 C	0.00	\$0
Cap Rate	0.00%	\$0 C	0.00%	\$0 C 🗲
Net Income Multiplier	0.00	\$0	0.00	\$0
Compound Annual Growth Rate	0.00%	\$ 0 C	C Enter Your Own Est	imation
Uniform Annual Increase	0.00%	\$0		

For this example we are using a Cap Rate

Row 1

1. In the second entry field to the right of Cap Rate: enter 12.00% Note: the field with the red box around it is the correct field on the above screenshot The Sale Price should now automatically appear in the field to the right

2. Click on the selection box next to the Sale Price

Note: the correct field is circled in red on the above screenshot

The Sale Price Wizard should now look like this;

Sale Price Wizard					×
Financial Measure	B	ased on the income for the last year <b>Sale Price</b>	Based the year	on the income for following the Sale Sale Price	
Potential Gross Income Multiplier	0.00	\$0	0.00	S	0 0
Effective Gross Income Multiplier	0.00	\$00	0.00	\$	0 0
Cap Rate	0.00%	\$00	12.00%	\$ 13,744,4	11 @
Net Income Multiplier	0.00	\$0 0	0.00	\$	00
Compound Annual Growth Rate	0.00%	\$ 7,500,000	C Enter Yo	our Own Estimation	
Uniform Annual Increase	0.00%	\$ 7,500,000			
Ōĸ		Cancel	Help		

# SAVE YOUR PROJECT

### **CHECKING YOUR ENTRIES**

You can compare your project against the Investit example "Creating Your Own Templates"