

## CREATING YOUR OWN TEMPLATES USA 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: 35.00%  
Capital Gain Tax Rate: 15.00%  
Discount Rate Before Tax: 25.00%  
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  
Depreciation Method: Land (No Deprec.)

**Building**

Description: No. 306 Leasehold Improvements  
Amount: \$8,050,000  
Year 1 Jan  
Depreciation Method: Commercial Prop. St Line

**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

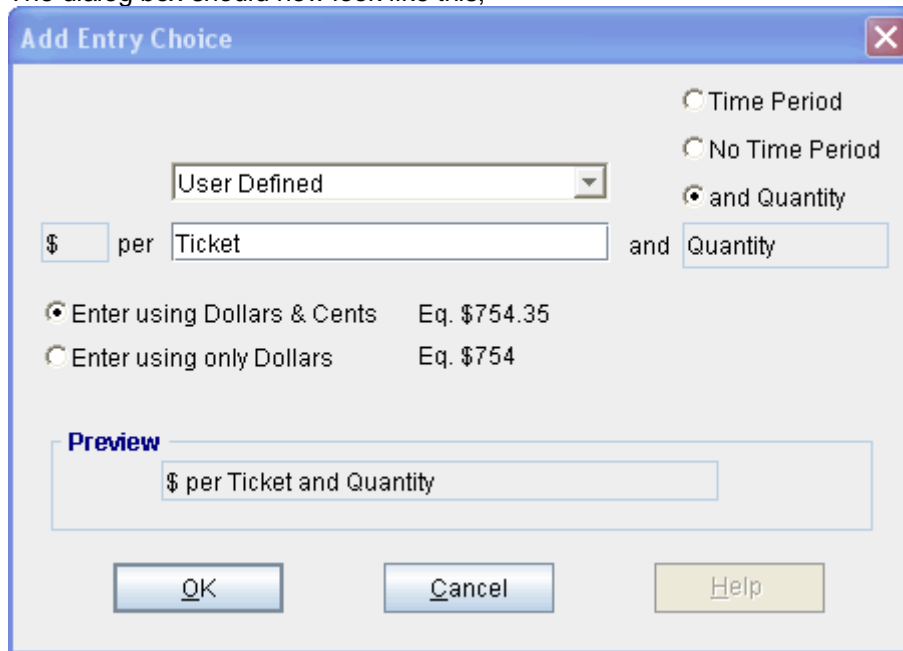
### EXPENSES folder

1. Delete rows 2 through 7 by selecting each row and pressing the  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 corner of the dialog box

The dialog box should now look like this;



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  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

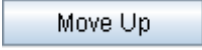
In the Revenue folder we need to set up 3 new Entry Choices and 2 additional Categories.

\$ per Ticket per Day

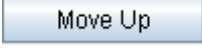
\$ per Ticket and Quantity

\$ per Boat per Mo

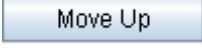
### Setting up Entry Choice "\$ per Ticket per Day"

- 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  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 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 corner 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  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  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  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  button

#### Saving the Template

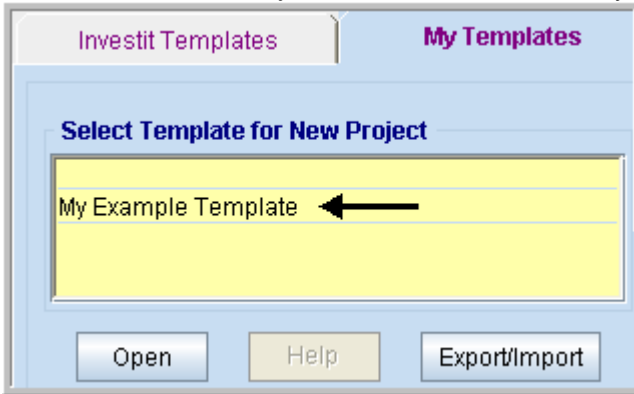
- 1) Click on the file menu
- 2) Select "Save as Template..."
- 3) Enter a name for the template "My Example Template"  
Note: At this point you can choose to enter a description of your template in the text box. The only thing that must be entered is the name of your template
- 4) Press the OK button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



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 'Land Improvements'
2. Click on the  button

Fourth Row

1. Select row 4 with Description 'Mortgage Fees and points'
2. Click on the  button

**EXPENSES Folder**

Steps for setting up the Expenses folder

1. Select row 1
2. Enter 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



**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'
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 \$120,000
6. **Time Period column:** Check the "To End" box.
7. **Increase column:** Enter the compounding rate of 4.00%

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

Press OK to return to the Projection Wizard

Your Entries in the Projection Wizard should look like this;

**Projection Wizard**

**Entry Information**

Description: Pty Taxes Water Park

Entry Choice: Amount

**Projections**

	Paid	Project Entry Using...	Amount	Start Date		Time Period			Increase	Cont. Proj.
				Year	Month	To End	Yrs	Mos		
	Every 12 Months	Annual Compounding	\$ 120,000	Year 1	Jan	<input checked="" type="checkbox"/>	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'
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  button, which describes the entries and projections.

Insurance Water Park

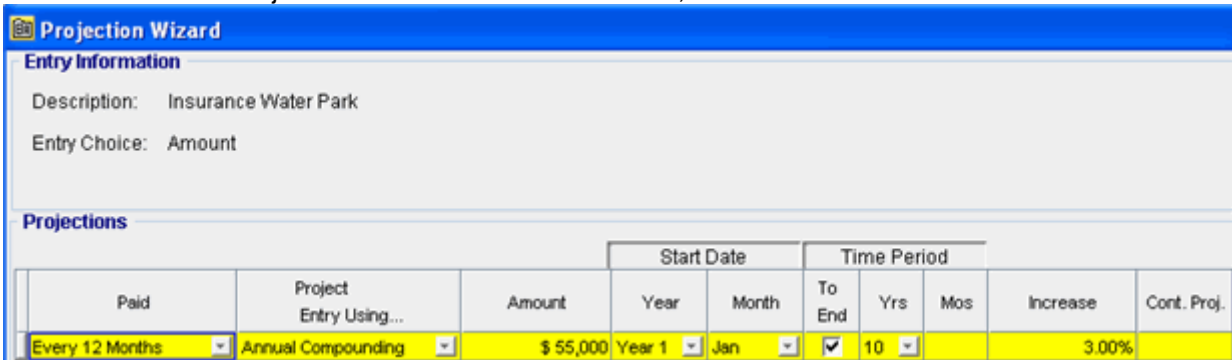
Entry Choice: Amount

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;



Paid	Project Entry Using...	Amount	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Every 12 Months	Annual Compounding	\$ 55,000	Year 1	Jan	<input checked="" type="checkbox"/>	10	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  which displays 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"

Month	Amount
Year 1 - Jan	10,000
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

Press OK to return to the Projection Wizard

To project the Maintenance Water at 6.00% 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 6.00%

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

Maintenance Water		
Entry Choice: 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	

then Compounding at 6.00% 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: Maintenance Water									
Entry Choice: Amount									
Projections									
Paid	Project Entry Using...	Amount	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly	Enter Yr. by the Month		Year 1	Jan					<input checked="" type="checkbox"/>
	Annual Compounding		Year 2	Jan	<input checked="" type="checkbox"/>	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

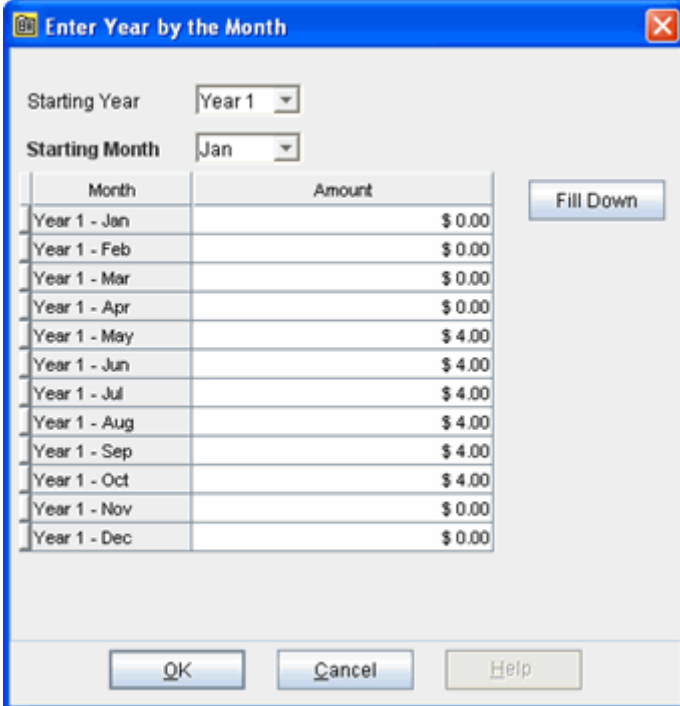
**Quantity** of tickets sold per month for the first year are as follows;

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

1. Select row 4: 'Concession Expenses'
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 "Enter Year by the Month" and enter the Amounts as follows;

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




Month	Amount
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

Press OK to return to the Projection Wizard



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

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

Consession Expenses		
Entry Choice: \$ per Ticket		
		Amount
Year 1	Jan	\$0.00
	Feb	0.00
	Mar	0.00
	Apr	0.00
	May	4.00
	Jun	4.00
	Jul	4.00
	Aug	4.00
	Sep	4.00
	Oct	4.00
	Nov	0.00
	Dec	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 Ticket									
Projections									
Enter	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly	Enter Yr. by the Month		Year 1	Jan					<input type="checkbox"/>
	Annual Compounding		Year 2	Jan	<input checked="" type="checkbox"/>	9	0	5.00%	<input type="checkbox"/>

Press OK to return to the Expenses folder

5. Select row 5 with EC "Quantity"
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 the Month**

Starting Year:

Starting Month:

Month	Quantity
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
<b>Total</b>	<b>50,000</b>

Buttons:

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

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

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

Consession Expenses		
Entry Choice: Quantity		
		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
	<b>Total</b>	<b>50,000</b>

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;

The screenshot shows the 'Projection Wizard' dialog box. Under 'Entry Information', the description is 'Consession Expenses' and the entry choice is 'Quantity'. The 'Projections' table is as follows:

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

The screenshot shows the 'Projection Wizard' dialog box. Under 'Entry Information', the description is 'Operating Expenses' and the entry choice is '\$ per Sq. Ft per Yr'. The 'Projections' table is as follows:

Paid	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly for 12 Months	Annual Compounding	\$ 13.00	Year 1	Jan	<input checked="" type="checkbox"/>	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  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;

Entry Information								
Description:	Pty Taxes Marina							
Entry Choice:	Amount							
Projections								
Paid	Project Entry Using...	Amount	Start Date		Time Period			Increase
			Year	Month	To End	Yrs	Mos	
Every 12 Months	Annual Compounding	\$ 60,000	Year 1	Jan	<input checked="" type="checkbox"/>	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  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;

Entry Information								
Description:	Insurance Marina							
Entry Choice:	Amount							
Projections								
Paid	Project Entry Using...	Amount	Start Date		Time Period			Increase
			Year	Month	To End	Yrs	Mos	
Every 12 Months	Annual Compounding	\$ 20,000	Year 1	Jan	<input checked="" type="checkbox"/>	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

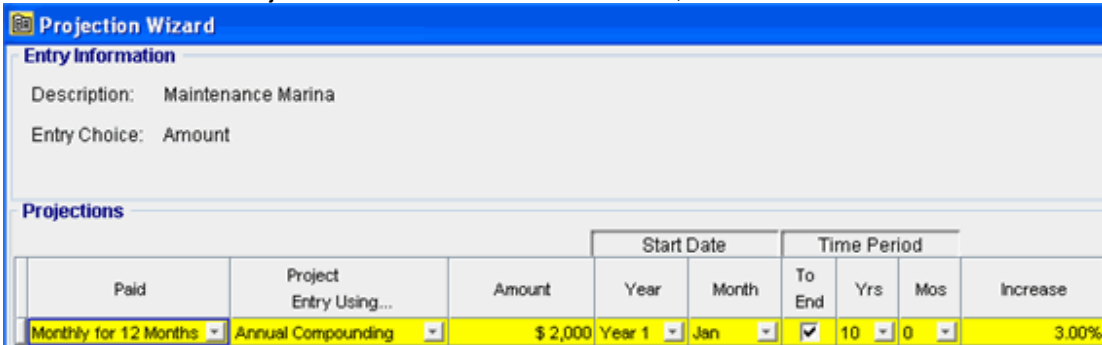
**Category:** Marina

1. Select row 9: 'Maintenance Marina'
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"
5. **Amount column:** Enter \$2,000
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;



Paid	Project Entry Using...	Amount	Start Date		Time Period			Increase
			Year	Month	To End	Yrs	Mos	
Monthly for 12 Months	Annual Compounding	\$ 2,000	Year 1	Jan	<input checked="" type="checkbox"/>	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"
3. Select Entry Choice "\$ per Ticket and Quantity"
4. Select Category "Water Park"

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"

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"

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

**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

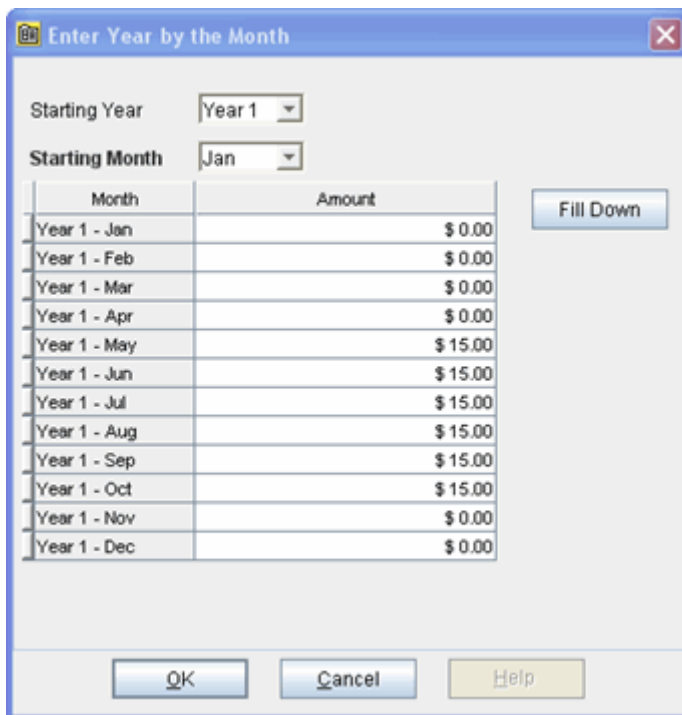
The Quantities are projected to increase at 2.00% compounding for the remaining 9 years

1. Select row 1: 'Water Park Ticket Sales'
2. Click on  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."



Month	Amount
Year 1 - Jan	\$ 0.00
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;

Enter	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly	Enter Yr. by the Month		Year 1	Jan					<input checked="" type="checkbox"/>
	Annual Compounding		Year 2	Jan	<input checked="" type="checkbox"/>	9	0	3.00%	

Press OK to return to the General Revenue folder

8. Select row 2 with EC "Quantity"
9. Click on  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"

Month	Quantity
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

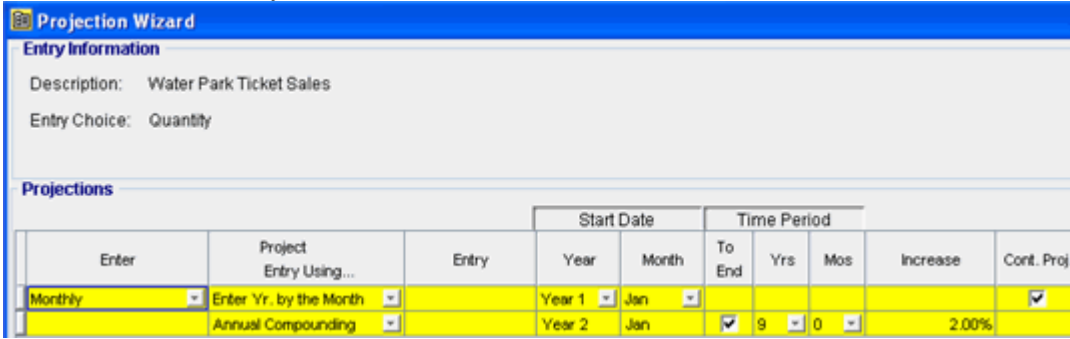
Press OK to return to the Projection Wizard

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;



Entry Information									
Description:	Water Park Ticket Sales								
Entry Choice:	Quantity								
Projections									
Enter	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly	Enter Yr. by the Month	Year 1	Jan					<input checked="" type="checkbox"/>	
	Annual Compounding	Year 2	Jan	<input checked="" type="checkbox"/>	9	0	2.00%	<input checked="" type="checkbox"/>	

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

**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

1. Select row 3: 'Concession Sales'
2. Click on  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"

Month	Amount
Year 1 - Jan	\$ 0.00
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
Year 1 - Aug	\$ 10.00
Year 1 - Sep	\$ 10.00
Year 1 - Oct	\$ 10.00
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 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;

Enter	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly	Enter Yr. by the Month		Year 1	Jan	<input type="checkbox"/>	9	0	3.00%	<input checked="" type="checkbox"/>
	Annual Compounding		Year 2	Jan	<input checked="" type="checkbox"/>				

Press OK to return to the Projection Wizard

8. Select row 5 with EC "Quantity"
9. Click on  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"

Month	Quantity
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

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;

Enter	Project Entry Using...	Entry	Start Date		Time Period			Increase	Cont. Proj.
			Year	Month	To End	Yrs	Mos		
Monthly	Enter Yr. by the Month		Year 1	Jan					<input type="checkbox"/>
	Annual Compounding		Year 2	Jan	<input checked="" type="checkbox"/>	9	0	3.00%	


Press OK to return to the Revenue folder

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

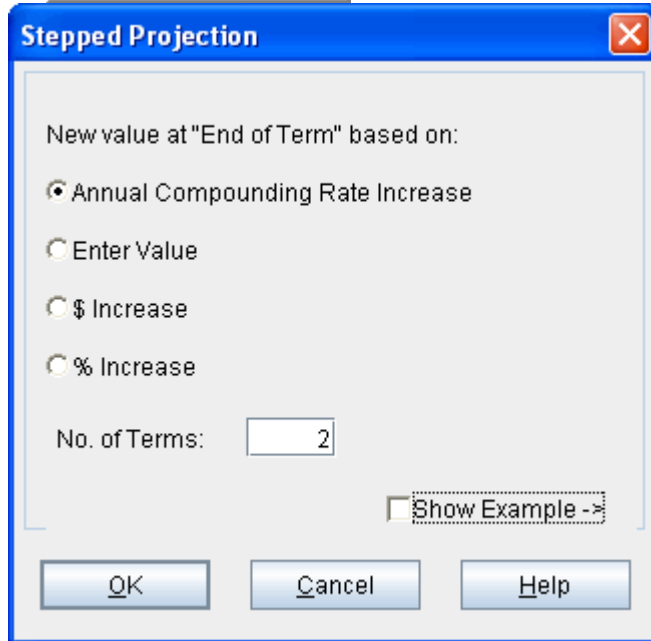
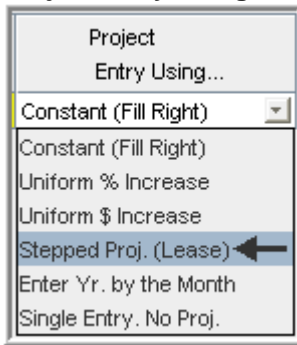
#### Retail Base Rent

\$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

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

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



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).
7. **Increase column:** Enter the Annual Compounding Rate at 4.00%
- 8.

Your entries in the Projection Wizard should look like this;


Projection Wizard										
Entry Information										
Description: Retail Base Rent										
Entry Choice: \$ per Sq. Ft per Yr										
Projections										
Paid	Project Entry Using...	Entry	Term	Start Date		Time Period			Increase	
				Year	Month	To End	Yrs	Mos		
Monthly	Stepped Proj. (Lease)	\$ 27.00	1	Year 1	Jan		5	0	4.00%	
			2	Year 6	Jan	<input checked="" type="checkbox"/>	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

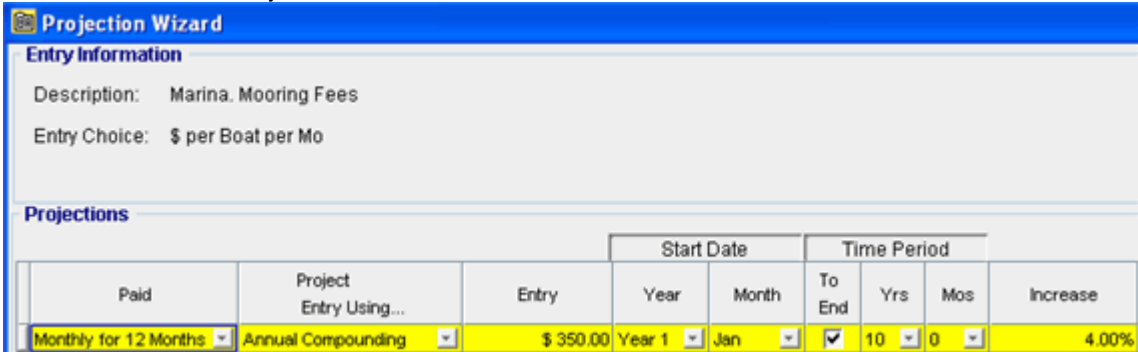
**Category:** Marina

1. Select row with Description "Marina. Mooring Fees"
2. Click on  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;



Paid	Project Entry Using...	Entry	Start Date		Time Period			Increase
			Year	Month	To End	Yrs	Mos	
Monthly for 12 Months	Annual Compounding	\$ 350.00	Year 1	Jan	<input checked="" type="checkbox"/>	10	0	4.00%

Press OK to return to the Revenue folder

Click on the Financing tab


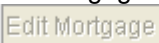
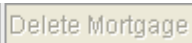


## FINANCING Folder

### 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  
   
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  button

The mortgage dialog should look like this;

**Mortgage**

**Mortgage Details**

Analysis Period: Year 1 Jan to Year 9 Dec

Commencing Year 1 Month January

Type Standard Mortgage

Amount \$ 7,000,000 Interest Rate Fixed

Description First Mortgage

**Mortgage Settings**

Payment Frequency Monthly

Additional Payments/Borrowing

Payment Rounded Up to Nearest Cent

Compounding Frequency Monthly

**Terms and Amortization Details**

No of (Balloon) Terms 1

Term No	Time Period		Amortization		Nominal Interest Rate
	Years	Months	Years	Months	
1	25	0	25	0	8.000%

Buttons: OK, Compute, Fill Down, Cancel, Help, Comments

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;

**Real Estate Commission**

Fixed Percentage of Sale Price

0.00%

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

The Selling Expenses should appear like this;

Description	Entry Choice	Expense
Selling Expenses	Amount	\$ 0
Legal Fees	Amount	\$ 0

Entering the Selling Expenses

1. Select row 1 'Selling Expenses'
2. Entry Choice: "Amount"
3. 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 Estimator
<input type="button" value="Sale Price Wizard"/>
<input type="text" value="\$ 0"/>

1. Press the  button

The Sale Price Wizard dialog will pop up;

Financial Measure	Based on the income for the last year		Based on the income for the year following the Sale	
	Sale Price		Sale Price	
Potential Gross Income Multiplier	0.00	\$ 0	0.00	\$ 0
Effective Gross Income Multiplier	0.00	\$ 0	0.00	\$ 0
Cap Rate	0.00%	\$ 0	0.00%	\$ 0
Net Income Multiplier	0.00	\$ 0	0.00	\$ 0
Compound Annual Growth Rate	0.00%	\$ 0	<input type="radio"/> Enter Your Own Estimation	
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;

Financial Measure	Based on the income for the last year		Based on the income for the year following the Sale	
	Sale Price		Sale Price	
Potential Gross Income Multiplier	0.00	\$ 0	0.00	\$ 0
Effective Gross Income Multiplier	0.00	\$ 0	0.00	\$ 0
Cap Rate	0.00%	\$ 0	12.00%	\$ 13,744,411
Net Income Multiplier	0.00	\$ 0	0.00	\$ 0
Compound Annual Growth Rate	0.00%	\$ 7,500,000	<input type="radio"/> Enter Your Own Estimation	
Uniform Annual Increase	0.00%	\$ 7,500,000		

## SAVE YOUR PROJECT

## CHECKING YOUR ENTRIES

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