

FINANCIAL PLANNER



There are many times that we may want to run the financial reports without using our real data.

For example:

- 1) We may want to check the effects of a new fee level, wage rates, or a new rent agreement on our future cash flow and profitability or sustainability of the setting.
- 2) When we are preparing for the year ahead we may want to run and save scenarios with different levels of fee income of, say +10% and -10% of this years income.

The Financial Planner allows you to import a selection of data from your live dataset into a completely separate planning area.

You can then make changes to the income and expenditure transactions, add or delete transactions and run the financial reports on the planning data.

You can save the different planning scenarios whenever you like, and return to them later.

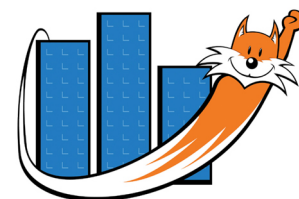
The financial planner contains it's own version of the:

- Setting Transactions form
- Setting Ledger
- Cash Flow report
- Profit And Loss report
- Capital Expenses report
- Revenue Expenses report

These forms and reports will look and feel familiar if you have already used the regular Setting Finances functions.

There is a major difference with the live data in that none of the planning transactions has a reconciled property. We are here to play and try out new ideas!

Creating A Financial Planning Scenario

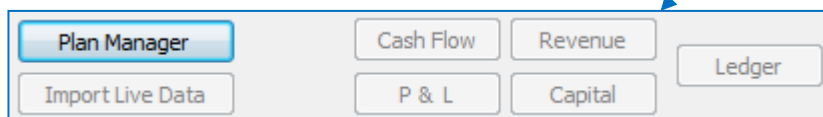


With the Setting Finances tutorial data loaded:

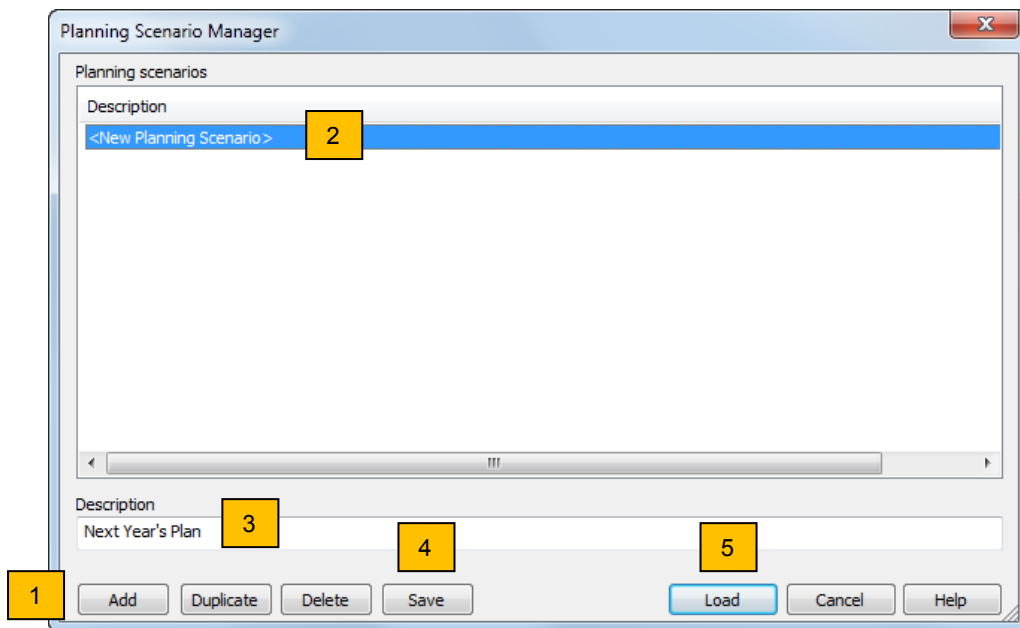
Go > Home > Management Reports > Financial Planner > Financial Planning >

You will go straight to the Financial Planner, which looks a lot like the Setting Transactions form with a few extra buttons at the bottom of the form.

Click on the Plan Manager button.



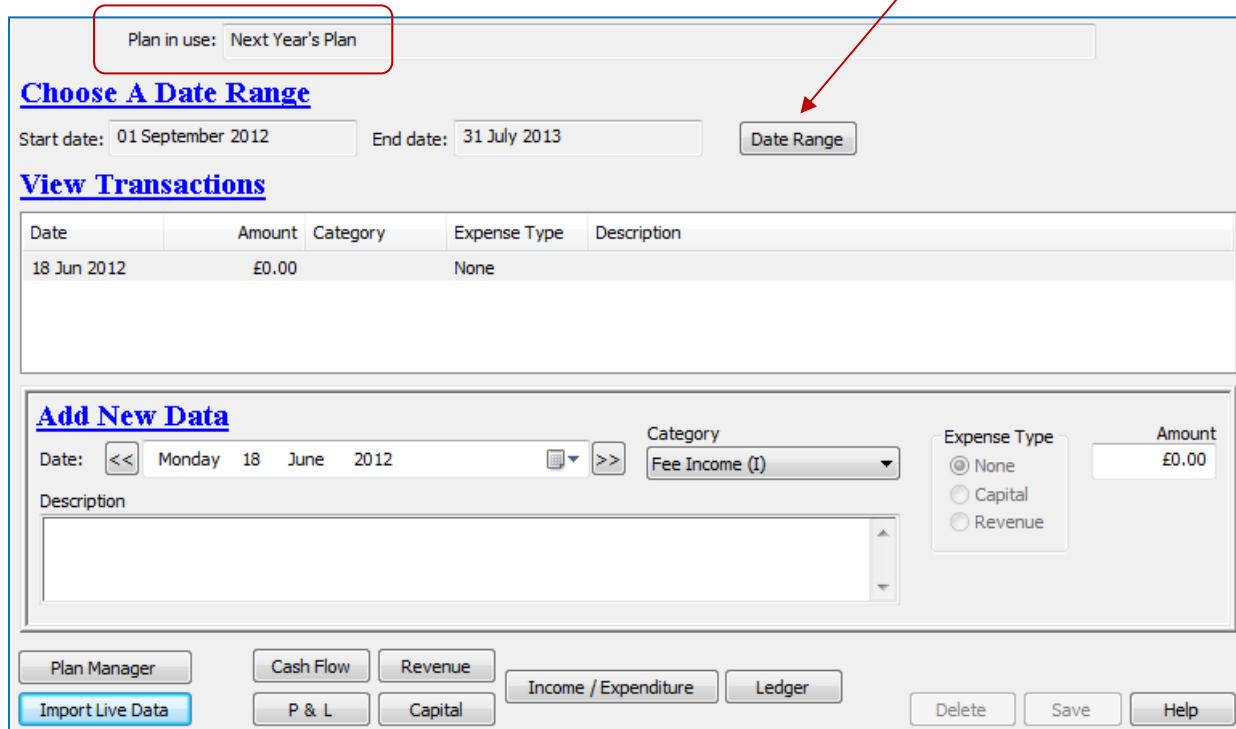
The Planning Scenario Manager will pop-up. Follow this simple procedure to create a new planning scenario and load it into the Financial Planner.



1. Click on the **'Add'** button to add the new scenario.
2. The new scenario will appear in the list as **<New Planning Scenario >**.
3. Type in a description for the scenario. Here we have used 'Next Years Plan'.
4. Click the **'Save'** button to save the description.
5. Now click on the **'Load'** button to load the planning scenario into the Financial Planner.

You will be returned to the Financial Planner, with out new plan loaded. Choose a date range to view of:

01 Sep 2012 to 31 July 2013

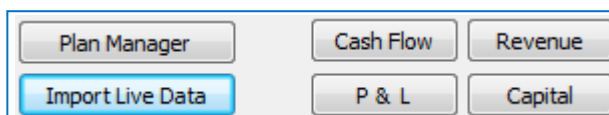


Importing Copies Of Live Setting Transactions

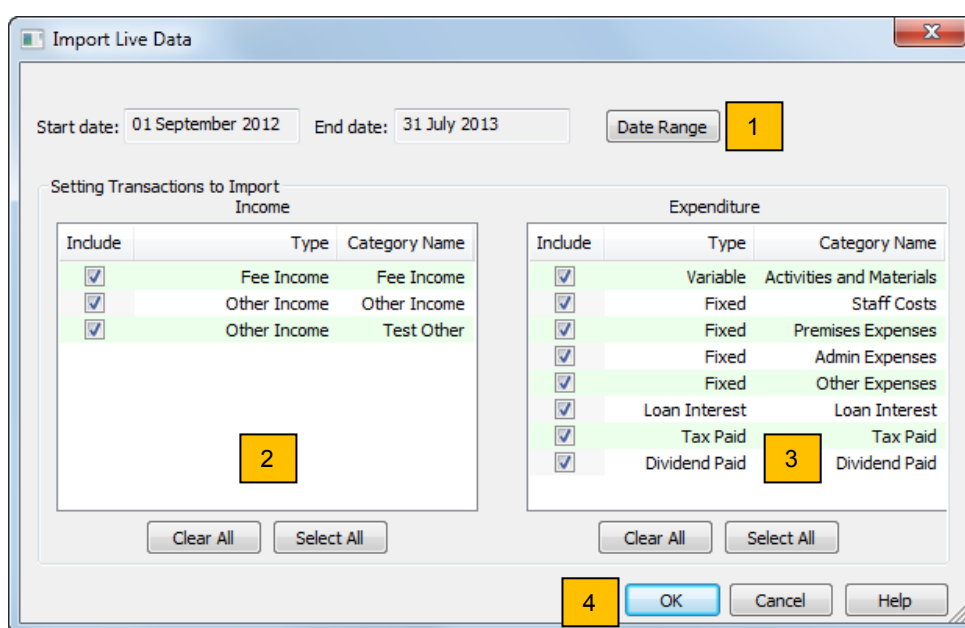
The main Financial Planner form works the same way as the Setting Transactions form. We could enter all of our planning transactions from scratch but that could be quite a long exercise.

Instead we will import a copy of our live Setting Transactions into the Financial Planning form and adjust the figures to match our likely income and expenditure for next year.

Click on the **Import Live Data** button



The Import Live Data form will pop up. This should look familiar as it uses the same selection method as the Setting Ledger. You can see a list of your income categories and your expenditure categories.



The form is simple to use:

1. Choose a date range to import, here we used 01-September-2012 to 31-July-2013 again.
2. Click on the income categories that you wish to import.
3. Click on the expenditure categories that you wish to import.
4. When you have finished making your selection click the **'OK'** button to import the data.

The imported data will now appear in the Financial Planning form, ready for us to use.

Date	Amount	Category	Expense Type	Description
05 Jul 2013	£608.03	Staff Costs	Revenue	PAYE and NI
10 Jul 2013	£1,216.00	Fee Income	None	Free Entitlement payment
16 Jul 2013	£1,140.00	Tax Paid	None	Corporation tax
23 Jul 2013	£172.10	Activities and...	Revenue	Petty Cash - Summer Half Term
24 Jul 2013	£2,597.55	Staff Costs	Revenue	Wages
30 Jul 2013	£90.00	Activities and...	Revenue	Gymnastics Coaching
15 Jun 2012	£0.00		None	

There are a two things that it are worth noting about the imported data.

Fewer Details Than Live Transactions

There is not as much information as in the live data. The reconciled tick and the expense payment methods are missing. This is fine as they are not needed for the planning process. They will obviously be absent from the planning version of the Capital and Revenue Expenses reports.

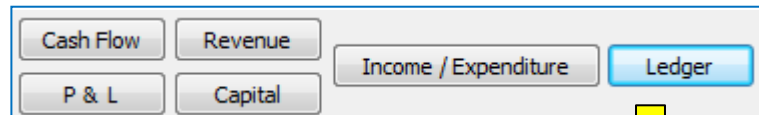
Multiple Imports

There is nothing to stop you importing the same data twice. This is fine as you may want to import one term of data and use it as a pro-forma set of transactions for another two terms.

Editing And Viewing The Planning Transactions

You can edit the planning transactions easily in the main Financial Planning form to add new income or expenditure or to adjust individual items.

The Ledger button runs the Planning Ledger, a pop-up version of the Setting ledger just for planning data.



Planning Ledger

Choose A Date Range
Start date: 01 September 2012 End date: 31 July 2013 Date Range

View Transactions Select All

Date	Income	Expenditure	Category	Expense Type	Description
01 May 2013		£2,500.00	Other Expenses	None	Directors loan repayment
06 May 2013		£443.22	Staff Costs	Revenue	PAYE and NI
10 May 2013	£730.00		Fee Income	None	Free Entitlement payment
26 May 2013		£2,397.12	Staff Costs	Revenue	Wages
29 May 2013		£188.05	Activities and...	Revenue	Petty Cash - Early Summer Half Term
31 May 2013		£120.00	Activities and...	Revenue	Gymnastics Coaching

Total selected income: £730.00 Total selected expenditure: £2,840.34 Cash Flow: -£2,110.34

Items to Show

Income			Expenditure		
Include	Type	Category Name	Include	Type	Category Name
<input checked="" type="checkbox"/>	Fee Income	Fee Income	<input checked="" type="checkbox"/>	Variable	Activities and Materials
<input checked="" type="checkbox"/>	Other Income	Other Income	<input checked="" type="checkbox"/>	Fixed	Staff Costs
<input checked="" type="checkbox"/>	Other Income	Test Other	<input checked="" type="checkbox"/>	Fixed	Premises Expenses
			<input checked="" type="checkbox"/>	Fixed	Admin Expenses

Clear All Select All Clear All Select All

Adjust Selected View Selected View All Finish Help

The Planning Ledger gives the best overview of the transactions and you can run the usual View Selected and View All reports. It it also allows you to quickly shift the transaction dates and to scale their amounts to suit your plan.

Time Shifting Transactions

You will probably wish to plan for a future period of time, so one of the first jobs you should do is to shift the transactions into the future. (Typically next year, or next term.)

You can do this easily from the Planning Ledger.

1. First select the transactions you wish to shift in the same way as making a selection in the main Setting Ledger, or use the **'Select All'** button at the top of the Ledger.

Choose A Date Range

Start date: 01 September 2012 End date: 31 July 2013 Date Range

View Transactions **Select All**

Date	Income	Expenditure	Category	Expense Type	Description
03 Sep 2012		£250.00	Premises Expenses	Revenue	Setting Rent
06 Sep 2012		£305.49	Staff Costs	Revenue	PAYE and NI
28 Sep 2012		£120.00	Activities and Materials	Revenue	Gymnastics Coaching
28 Sep 2012		£105.34	Admin Expenses	Revenue	Bank Charges
28 Sep 2012		£2,325.05	Staff Costs	Revenue	Wages
30 Sep 2012	£252.00		Fee Income	None	Cash

Total selected income: £45,920.75 Total selected expenditure: £47,445.76 Cash Flow: -£1,525.01

Items to Show

Income			Expenditure		
Include	Type	Category Name	Include	Type	Category Name
<input checked="" type="checkbox"/>	Fee Income	Fee Income	<input checked="" type="checkbox"/>	Variable	Activities and Materials
<input checked="" type="checkbox"/>	Other Income	Other Income	<input checked="" type="checkbox"/>	Fixed	Staff Costs
<input checked="" type="checkbox"/>	Other Income	Test Other	<input checked="" type="checkbox"/>	Fixed	Premises Expenses
			<input checked="" type="checkbox"/>	Fixed	Admin Expenses

Clear All Select All Clear All Select All

Adjust Selected View Selected View All Finish Help

2. Next click the 'Adjust Selected' button at the bottom of the Ledger.

Time Shift / Amount Adjust Selected Plan Transactions

Time Shift by

Days: 365

Weeks: 0

Amount Adjust by

Percentage Add 0.00 %

Percentage Scale 100.00 %

Scale Factor 1.00

Add Amount £ 0

Limit result at £ 0.00

OK Cancel

3. Now set the number of days or weeks to move the transactions into the future. (Negative numbers will move them into the past.) Click 'OK' to finish.

If you shift the dates out of the date range selected on the Planning Ledger the transactions will disappear from view. This looks odd the first time you see it but it is just fine. Simply change the selected date range to suit your shifted data.

Tip! You could time shift and scale the amount / price at the same time. It is usually best to do one at a time.

All of the transactions usually want to shift to the future but you will probably want to scale your income and expenditure categories by different amounts.

Scaling The Transaction Amounts

After you have time shifted the transactions you may wish to adjust the income and expenditure amounts, unless you reference plan calls for your income and expenditure to remain unchanged.

To do this display only the categories that wish to scale, for example Fee Income, so that only these transactions are displayed in the Planning Ledger.

Adjust Selected

Now select the transactions that you wish to adjust from the displayed list of transactions and click on the **'Adjust Selected' button** to bring up the adjustment pop-up.

You have four options to adjust the amount of the selected transactions.

1. Add / Subtract a percentage change (+5 = 5% more, -5 = 5 percent less.) Good for fees and some costs.
2. Scale to a percentage of the original amount (100% = No change, 95% = 5% less)
3. Multiply the amount by a scale factor if you prefer this to using percentages. (0.95 = 95% , 1.05 = 105% of original)
4. Add a fixed amount to all of the selected transactions, e.g. a known rent increase. (Enter a negative number to reduce the amounts.)

The **'Limit result at £0.00'** tick prevents this option from making income or expenditure amounts negative. (Un-tick it if that is your intention.)

Finish

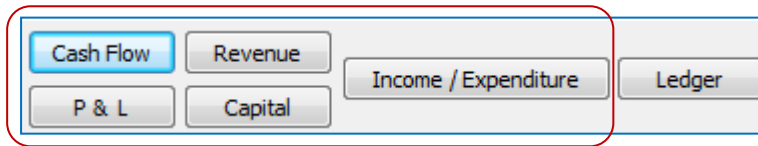
* **IMPORTANT** * You must leave the Planning Ledger using the **Finish button** to apply the changes.

Tip! Make A Reference Case

Our initial aim is to make a reference case which uses our most realistic estimates for our likely income and expenditure. It is very easy to make copies of this reference case to see the effect of variations in income and expenditure.

The Financial Planning Reports

The four planning financial reports are run from the buttons at the foot of the Financial Planner.



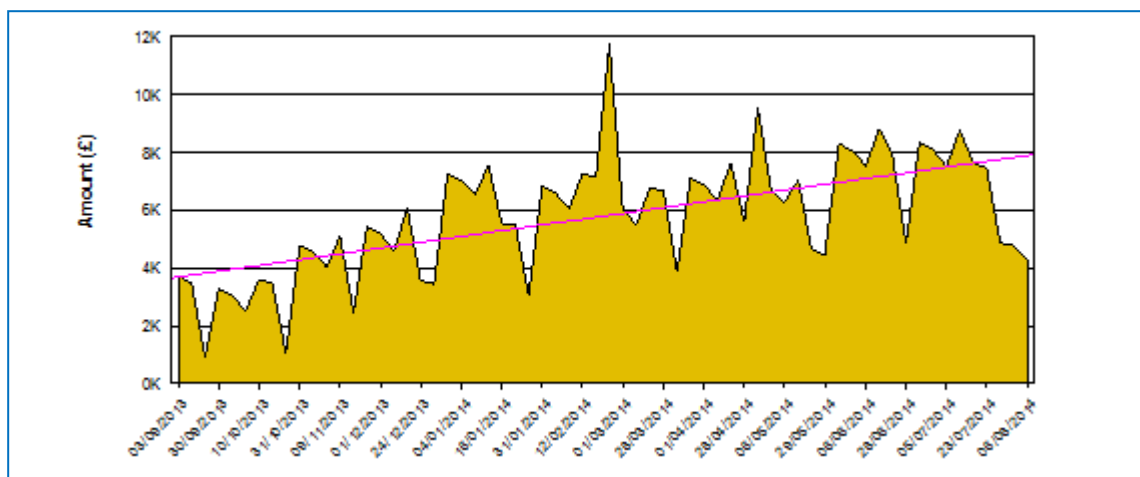
The planning reports look very similar to the live data reports, which makes them very easy to compare with your live reports at a later date. The planning and live reports both work in exactly the same way.

There are a couple of differences between the live data reports and the planning reports:

1. The planning reports are titled 'Planning Report' so there is no confusion between the planning reports and the live data management reports. The plan name is also shown.



2. The graphs on the planning reports are fitted with pink coloured trend lines, for example:



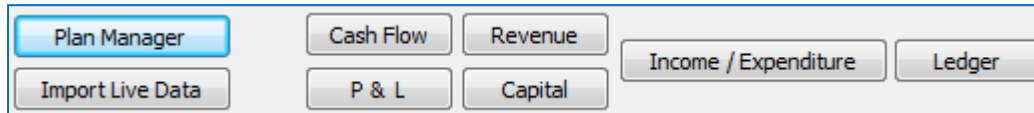
There is no particular need to print the planning reports unless you want to take them to a meeting. SuperFox will keep your planning scenario safe until you choose to delete it.

If you need to take the source numbers you can print the transactions from the Planning Ledger using the 'View All' and the 'View Selected' reports.

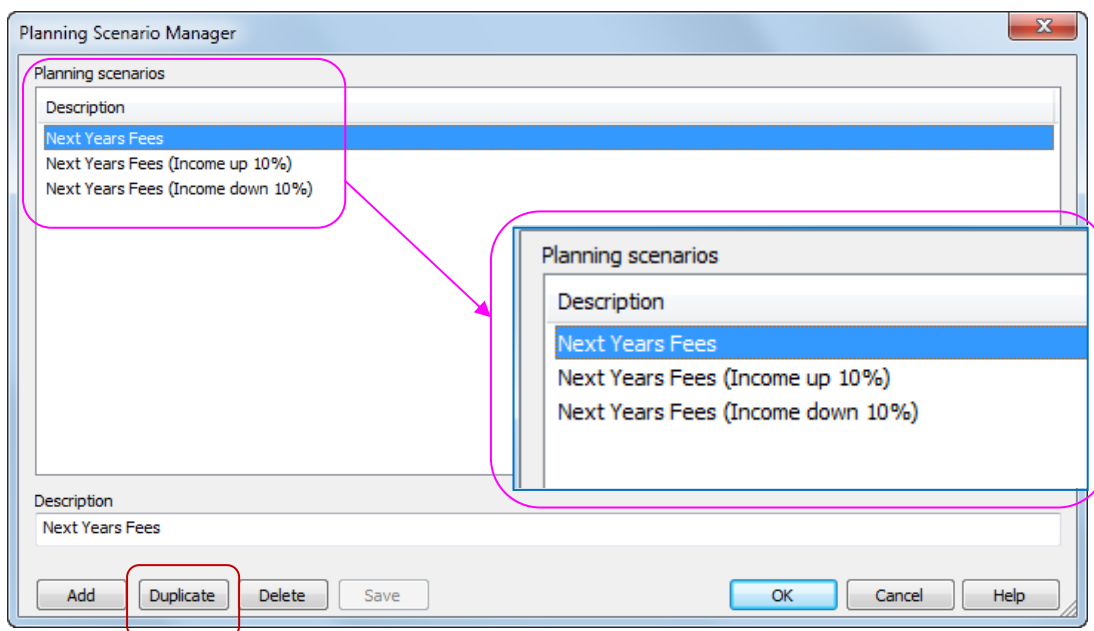
Bracketing Scenarios

It is easy to create bracketing cases for any of your planning scenarios. You can use these bracketing scenarios to investigate the consequences of your projected income or expenditure being a little out.

Click on the Plan Manager button



When the Planning Scenario Manager form appears click on your central scenario, then click the 'Duplicate' button. This creates a copy of the selected scenario including a all of the planning transactions.



Rename the duplicated copy to reflect the variation that you are investigating and edit the appropriate planning transactions. Make them larger or smaller as required and re-run the planning reports to see the effect of the variation.

End