

# Workbook Default Parameters

Exit Screen  
Help Screen

## Franchise Financial Statement

Select a Financial Statement ▼

## Company Name - Financial Statements

## Analysis Time Frame

February - January ▼ 2009 ▼

**Comparison Statement Period** January-09

**Beginning Monthly Statement** February-09

**Ending Monthly Statement** January-10

## Personal Notes & Comments

## Performance Standards

### Liquidity Ratio's

Current Ratio	\$	0.95
Quick Ratio	\$	0.15

### Safety Ratio's

Debt to Equity Ratio	\$	1.60
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### Profitability Ratio's

Gross Profit % Ratio	11.0%
Pretax Profit % Ratio	1.5%

### Performance Ratio's

Sales to Assets	\$	3.25
Return on Assets %	3.5%	
Return on Equity %	19.0%	
Inventory Turnover	6.50	
Inventory Turn-days	79.00	

Lock Default Settings

Default Franchise Settings

Print Workbook Settings

Lock Settings  
Modify Settings  
Print Defaults

# IntactAuto®

Version #: CFM09xUniv - Release Date: 09/01/2009

Serial Number: 59Cfm82009

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Spreadsheet Designs by: IntactAuto®

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10/1/09 9:06 PM

## Worksheet Reset to Zero Routines

C	January-09	Reset
1	February-09	Reset
2	March-09	Reset
3	April-09	Reset
4	May-09	Reset
5	June-09	Reset
6	July-09	Reset
7	August-09	Reset
8	September-09	Reset
9	October-09	Reset
10	November-09	Reset
11	December-09	Reset
12	January-10	Reset

## Override Fiscal Periods (mm-yy)

Apply Override  
Clear & Unlock

Any Consulting Company, Inc.

Mr. Jeff Accountant (111) 445-4555

# Financial Statement Default Modifications

Enter Company Name

Select a Financial Statement

Exit Screen

Print Screen

One of the design objectives of this user-friendly, Cash Flow Analysis software is to assist both the experienced and inexperienced individual manage a businesses cash. The easiest way to accomplish that objective was not to overwhelm an individual with excessive written instructions, financial terminology, formulas or explanations all at once, but to create an analysis process that provides line-by-line instructions as an individual completes a financial study.

The worksheet you are currently reviewing and/or updating, **“Modify Default Franchise Settings”**, is the key to accomplishing the above objective. This worksheet is the **“Double-Click” reference library**, meaning that at anytime a workbook user “Double-Click’s” on a worksheet entry Cell Label - Description this page provides them with the information as to which lines on a financial statement are to be inputted within any given worksheet yellow cell, with an explanation concerning the entry and account information.

You as a program administrator can modify on this worksheet the “Double-Click” information the user will see, which includes, page and line number reference descriptions and the explanations concerning the entry. You may also modify and/or update the **“Help Screen”** explanations on this worksheet specific to the franchise you are currently reviewing. Thus, personalizing the Help Screen or Frequently Asked Questions with information considered important and relevant.

## Instructions for Updating Default Franchise Settings

As throughout this complete workbook the only cells that may be modified are yellow in color.

**Print-out this default worksheet prior to making modifications.** As a precaution since the values within the yellow cells are not hard-coded within this program, a print-out provides a form of back-up, if you decide not to use an entry you made and want to re-enter the workbook default value.

### Updating franchise defaults essentials

#### When entering Statement Line Numbers

Be careful when using the plus (+) or minus (-) signs, they may confuse the user. Use the actual words, **plus** or **minus** if possible.

There are limitations as to the Line # description field size, if multiple sequential line #'s need to be combined, use the word, **thru**.

#### When modifying Double-Click Comment Lines

The current default explanations are well thought-out comments, modifying them should be limited, but they may be modified by you as an administrator. Remember you can modify the Help Screen to provide more franchise specific details and redirect the user to the Help Screen with a comment such as **“See Help Screen”** within the “Double-Click” comment.

#### Contact IntactAuto®

Since the changes you are considering may have already been addressed by others managing a franchise similar in nature, these changes may already be available as a software update or pending release in an upcoming newsletter. Contact: [Support@IntactAuto.com](mailto:Support@IntactAuto.com)

## Changing Reference Library - Page and Statement Line Numbers

**Print-out a Blank Default Settings Worksheet.** Unless you currently know exactly which Cell Label - Descriptions you are changing you will need a blank worksheet to record page and line numbers on as you input your first month's financial statement values. By manually writing the results on this print-out as you input your data, you can concentrate on balancing the financial statement for the first time. Once you have balanced your statement, return to this "Default Franchise Settings" worksheet and retype your handwritten page & line results. This will then populate your reference library for all future software usage. You may at anytime return to the "Default Franchise Settings" worksheet and modify your reference library descriptions.

Remember to print-out a Franchise Default Worksheet when you exit this screen.

First months data is entered by using the "Edit Financial Statement Data" routine accessed from the Main Menu.

If you know the changes you already want to make. Simply enter your description changes within the yellow cells next to the Label - Description.

## Changing Help Screen Comments or Frequently Asked Questions - Headers and Comments

Modifying the Help Screen is simple; just consider these 2 key components

**Each FAQ or Help Response has a Header** – Enter a brief description before going into details, this helps the user locate the detailed comments

**Enter a "Y" or "N" in response to the worksheet question;** Hide these comment fields for this specific franchise, enter "Y" or "N"?

This will determine if the Comment Header and Detailed Comments are to be displayed when the users reviewing the Help Screen.

**Double check your modifications**, simply return to the "Edit Financial Statement Data" worksheet and "Double-Click". As for the Help Screen, access the Help Screen and simply review it. If you like what you see, leave it or simply return to the default settings worksheet and change it.

You will notice that on the "Default Franchise Settings" worksheet you may modify your Net Working Capital Computation explanation and your Performance and Ratio values to your specific standards.

Changing the Net Working Capital Explanation will not have an impact on the actual computations within the program

## Changing Operating Inventory Descriptions - New Vehicles, Used Vehicles & Fixed Operations

Instructions are available on actual worksheet. Look for cells highlighted in red. The 2 most important factors to consider when changing inventory descriptions are; the description length and that only New and Used Vehicle description titles have offsetting Note Payable Accounts.

Franchise Number 

Notify (Y/N)

Last Statement Update

Non-Specific Franchise

Y

8/25/09 8:42 AM

Exit Screen

Help Screen

Print Screen

Restore

Enter a franchise name or accounting package type to populate reports and the default settings dropdown menu

Worksheet Location			Financial Statement Locations			Workbook "Double-Click", Comment & Help Info. Field-Line 1 (Recommend Max. Length 115, Shrinks to fit)
Cell	Spreadsheet	Worksheet Text Field Descriptions	Page #	Statement Line #'s		
B7	PeriodInput	Cash & Contracts	1	12		This balance would consist of Cash on Hand, Cash in Bank, Contracts-in-Transit and for
B8	PeriodInput	Total Assets	1	65		The combined balance of all Current Assets, Working Assets, Fixed Assets and Other Assets
B9	PeriodInput	Total Current Liabilities	1	31		Current Liabilities are defined as short-term debt, due within twelve months of the date of the
B10	PeriodInput	Total Liabilities	1	42		The combined balance of the total current liabilities and long-term liabilities which include
B11	PeriodInput	Retained Earnings	1	52		Represents the accumulated profit (or loss) retained within the business which has not been paid out
B12	PeriodInput	Misc. Corp. & Proprietary	1	48 thru 62 minus 52		The remaining balance of ownership equity AFTER removing Retained Earnings which includes; Capital Stock,
B13	PeriodInput	Total Equity ~ YTD Net Income	1	64		Commonly known as Total Net Worth, which is the sum of Total Assets minus Total Liabilities. Representing the ownerships
B15	PeriodInput	Qualified Long-Term Debt	1	43		The value and portion of Long-Term Debt, Deferred Taxes or Other Reserves manually calculated by you which are to be
E7	PeriodInput	Net Sales, Year-to-Date	2	1		Enter Year-to-Date value. Net Sales is defined as the total of all sales after all returns, allowances and discount.
E8	PeriodInput	Gross Profit ~ Income, YTD	2	2		Enter Year-to-Date value. Gross Profit is the differences between Sales Revenue and the Cost of Goods Sold
E9	PeriodInput	Net Profit or Loss Before Taxes, YTD	2	63		Enter Year-to-Date value. This is a BEFORE TAX, Year-to-Date entry, were as normally Net Profit or Loss is
B22	PeriodInput	Trade Account Receivables	1	19		Miscellaneous claims against a debtor on an open account for the sale of merchandise and/or services,
B25	PeriodInput	* New Vehicles	1	20 thru 24		New Vehicle Inventory (Car, Truck & Demo)
B26	PeriodInput	* Used Vehicles	1	25 plus 26		Used Vehicle Inventory (Cars & Trucks)
B27	PeriodInput	* Fixed Operation	1	27 thru 32		Fixed Operation inventories would include, Parts & Accessories, Tires, GOG, Paint & Body Materials,
B29	PeriodInput	Other Assets ~ Inventories	1	33 plus 34		The inventory value of Other Current Assets which cannot be properly recorded in an Operating
B31	PeriodInput	LIFO ~ FIFO Reserve	1	35		Enter as a Negative Amount. The terms LIFO ~ FIFO relate to the valuation of company owned inventories which are
B33	PeriodInput	Prepaid Expenses	1	37 thru 39		The remaining unexpired portion of business expenditures paid in advance. Common prepaid expenses include
B35	PeriodInput	Other Working Assets	1	41 plus 42		Other Working Assets are usually company assets which are not currently available for resale. An example would be
B38	PeriodInput	Cost of Gross Fixed Assets	1	57		The recorded total acquisition cost of assets purchased by the company and used in the operation of the business.
B39	PeriodInput	Depreciation - Fixed Assets	1	57		Enter as a Negative amount. Accumulated Depreciation ~ Fixed Assets is an expense charged
B41	PeriodInput	Other Non-Current Assets	1	64		Other Non-Current assets or Misc. Assets owned by the dealership. Include such items as, Investments in Subsidiaries,
E22	PeriodInput	Trade Payables, w/o Operating Payables	1	7 thru 11		Account Payables generated on a daily basis in the course of conducting business which are due within 30 days.
E25	PeriodInput	* New Vehicles ~ Notes Payable	1	12		The outstanding principle bank balance due on the short-term line of credit secured by Operating Inventory 1.
E26	PeriodInput	* Used Vehicles ~ Notes Payable	1	15		The outstanding principle bank balance due on the short-term line of credit secured by Operating Inventory 2.
E29	PeriodInput	Current Liabilities & L-T-D Portions	1	16		Remaining balances NOT accounted for within any other classification of Current Liabilities or any portion of
E31	PeriodInput	Other Current Notes & Payables	1	17 plus 29		Current Notes & Payables would include financial obligations due within twelve months such as, Accrued Wages,
E33	PeriodInput	Accrued Expenses	1	19 thru 28		Accrued Expenses ~ Liabilities incurred and recognized as an expenditure incurred during a fiscal period but not payable
E36	PeriodInput	Other Reserves & Deferrals	1	32		An account established to record a reserve or deferral of long-term anticipated losses. This balance tends
E37	PeriodInput	Long-Term Debt	1	34		Long-Term Debt is defined as a financial obligation which is not due within twelve months from the date
E38	PeriodInput	Mortgages Payable - Real Estate	1	39		Mortgage Payable, the long-term debt amount due beyond the next twelve months on a loan secured by real estate
E39	PeriodInput	Misc. Long-Term Liabilities		User Entry Line		Any remaining balances NOT accounted for within Long-Term Liabilities and any portion of Long-Term Debt
E41	PeriodInput	Net Income After Taxes (Profit/Loss)	1	63		Net Profit or Loss AFTER Income Taxes

\* You may change these Operating Inventory Description. The modified descriptions will appear on all reports including the monthly data input worksheet (PeriodInput). When renaming text fields description length is limited to a maximum 15 characters.

**Special Note;** only the Operating Inventories referencing worksheets cells B25 & B26 have offsetting Notes Payable Accounts. The **third** modifiable Operating Inventory Account Payables would be included in **Trade Payables**.

See the description fields which are blue in color, referencing cells E25 & E26. All other description fields require custom modification by IntactAuto®

Hide All Franchise Specific Info on Help Screen, enter "Y" or "N"

N

### Net Working Capital Computation - Franchise Name

10 franchise specific lines below display on the PeriodInput **Help-Screen** if filled-in, otherwise lines are hidden when the Help-Screen is accessed.

This is done by the Macro accessing the help screen. Additional lines will require modification to the macro

Line #	Account Classification Description
1	Total Current & Working Assets
2	Minus: Total Liabilities
3	Plus: Qualified Long-Term Debt
4	Plus: Deferred Taxes (Acct 333, Deferred Taxes)
5	Plus: Total LIFO Reserve
6	Plus: Mortgage Payable - Real Estate
7	<b>Net Working Capital</b>
8	W8
9	W9
10	W10

Hide these comment fields for this specific franchise, enter "Y" or "N"

N

Hide All Franchise Specific FAQ's on Help Screen - enter "Y" or "N"

N

**Frequently Asked Questions - Franchise Name**

The 10 Franchise specific questions below display on the PeriodInput **Help-Screen** if filled-in, otherwise lines are hidden when the Help-Screen is accessed. This is done by the Macro accessing the help screen. Additional lines will require program modification.

**Q = Actual Question Header**

Line # Question Inputted & Answered

Q1	<b>Question 1 Header</b>
1	H1-1
2	H1-2
3	H1-3
4	H1-4
5	H1-5
6	H1-6
7	H1-7

Hide these comment fields for this specific franchise, enter "Y" or "N"

N

Q2	<b>Question 2 Header</b>
1	H2-1
2	H2-2
3	H2-3
4	H2-4
5	H2-5
6	H2-6
7	H2-7

Hide these comment fields for this specific franchise, enter "Y" or "N"

N

Hide Help Screen Page 3 due to NO Comments, Questions 3 - 10?

N

Q3	<b>Question 3 Header</b>
1	H3-1
2	H3-2
3	H3-3
4	H3-4

Hide these comment fields for this specific franchise, enter "Y" or "N"

N

Q4	<b>Question 4 Header</b>
1	H4-1
2	H4-2
3	H4-3
4	H4-4

Hide these comment fields for this specific franchise, enter "Y" or "N"

N

Q5	<b>Question 5 Header</b>
1	H5-1
2	H5-2
3	H5-3
4	H5-4

Hide these comment fields for this specific franchise, enter "Y" or "N"

N

Q6	<b>Question 6 Header</b>
1	H6-1
2	H6-2
3	H6-3

Hide these comment fields for this specific franchise, enter "Y" or "N"

N

Q7	<b>Question 7 Header</b>
1	H7-1
2	H7-2
3	H7-3

Hide these comment fields for this specific franchise, enter "Y" or "N"

N

Q8	<b>Question 8 Header</b>
1	H8-1
2	H8-2
3	H8-3

Hide these comment fields for this specific franchise, enter "Y" or "N"

N

Q9 **Question 9 Header**

1 H9-1

2 H9-2

3 H9-3

Hide these comment fields for this specific franchise, enter "Y" or "N"

Q10 **Question 10 Header**

1 H10-1

2 H10-2

3 H10-3

Hide these comment fields for this specific franchise, enter "Y" or "N"

**Analysis Report Total - Field Labels**

Some reports totals, such as the Common Size Trend Analysis or Balance Sheet Trend Analysis Reports have descriptive labels and may require modification when setting-up a Non-Specified Default-Franchise. Below are those report text labels; modify descriptions values to meet your specific needs. Max. description length is 25 characters.

<b>Calculations</b>	<b>Operating Inventories</b>	
+	New Vehicles	e.g. + New Vehicles
-	New Vehicles ~ Notes Payable	- New Vehicles - Notes Payable
=	<input type="text" value="New Vehicle Equity"/>	= New Vehicle Equity
+	Used Vehicles	e.g. + Used Vehicles
-	Used Vehicles ~ Notes Payable	- Used Vehicles - Notes Payable
=	<input type="text" value="Used Vehicle Equity"/>	= Used Vehicle Equity

**Default Performance Ratios and Industry Standards**

Below are the default Performance Ratios & Standards displayed on the Default Settings worksheet and used for comparison reporting throughout this workbook. You may modify these values to meet your specific industry or franchise standards.

Default Values	Classification and Header
	<b>Liquidity Ratio's</b>
\$ 0.95	Current Ratio
\$ 0.15	Quick Ratio
	<b>Safety Ratio's</b>
\$ 1.60	Debt to Equity Ratio
	<b>Profitability Ratio's</b>
11.0%	Gross Profit % Ratio
1.5%	Pretax Profit % Ratio
	<b>Performance Ratio's</b>
\$ 3.25	Sales to Assets
3.5%	Return on Assets %
19.0%	Return on Equity %
6.50	Inventory Turnover
79.00	Inventory Turn-days