



planguru<sup>®</sup> UNIVERSITY



# Class 1: Set-up and Import

*We will start at 12:02*

**Presenter:** Christian Wielage

## Overview:

- PlanGuru Lesson Plan
  - Class 1:** Set-up Overview
  - Class 2:** Forecasting Methods and Assumptions and KPIs
  - Class 3:** Multi-Departmental, Reporting and Advanced Forecasting
- 2 Graduation Types (must apply for each)
  - Must submit all case studies (or real client projects) to be receive PGU certification.
  - Must attend all classes if you want to get CPE credit (7 Total CPE Credits: 3 Finance, 3 Specialized Knowledge and Applications, 1 Management Advisory Services)
    - Must answer 80% of all poll questions to get credit.
- Housekeeping
  - All materials and this recording can be found in the PlanGuru App
  - Send all emails to [PGU@planguru.com](mailto:PGU@planguru.com)



## PGU Learning Plan:

## PGUFREE

- First month free for an unlimited number of clients
  - Bring your colleagues through the class with you!
  - Additional internal users are always free for Business Advisors
- You need to be using the PlanGuru App to access the recordings and course materials.
- We will send a PGU wrap-up email.

## About Christian:



**Christian Wielage, CEO.** Prior to joining PlanGuru, Christian was the Worldwide Plan Analyst for the Global Technologies Group at IBM. Preceding that he had a similar role with IBM North American Operations.

Since joining PlanGuru, he has helped hundreds of businesses, non-profits and financial professionals build more accurate budgets, forecasts and plans in less time.

## Introduction:

- **Warning, this first class may be boring for many of you.**
- **Some of this discussion will be directed towards “Business Advisors”.**

## Class One Overview:

**1.) Set-up and Import** – *Understanding how to efficiently setup PlanGuru analyses is one of the keys to profitably delivering these services to your clients. With a mastery of our setup tools and import Wizards, you can have a model up and running in minutes. We will do a detailed explanation of the set-up process under multiple scenarios.*

**A. Time parameters and other Set-up**

**B. Analysis Structure**

1. Subtotal groupings
2. Supporting Schedules

**C. Creating an Analysis from scratch**

1. Basic Forecasting methods

**D. QuickBooks Import Overview**

1. Initial import
2. Actual results

**E. Excel Import**

1. Preparing the data for import
2. Initial import
3. Actual Results

**F. 4 Primary Methods Overview**

## Structure and Methods:

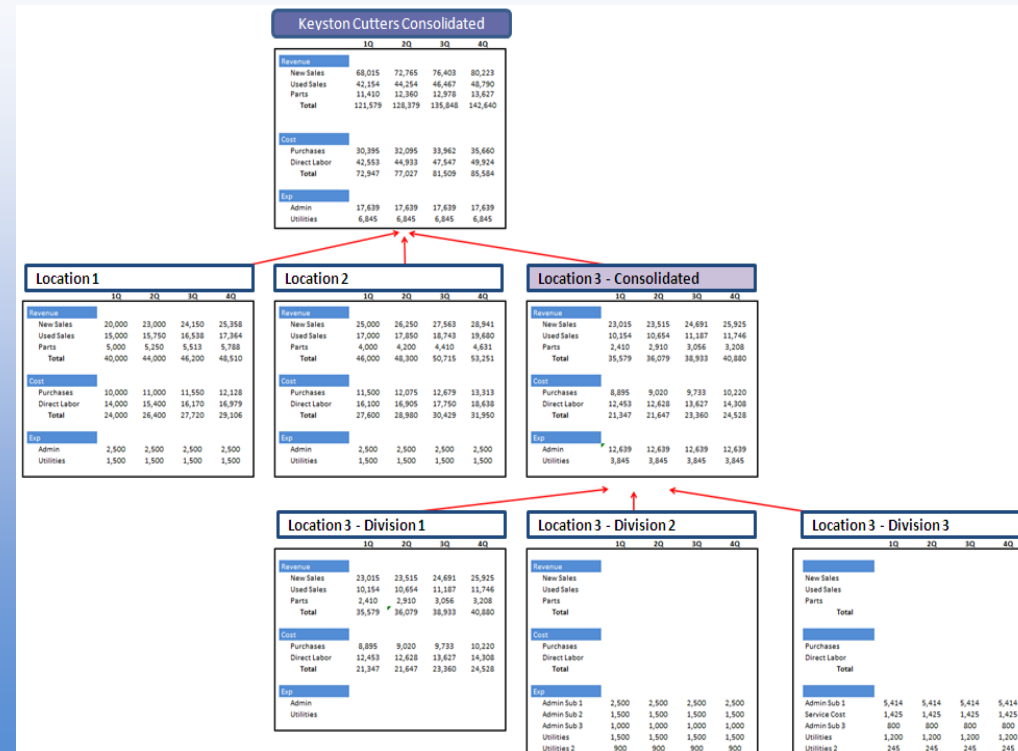
- Choosing the **correct** structure for a project (not the most detailed) is critical to success:
- Different projects require different levels of detail
  - Some businesses can accomplish all their requirements within the same structure, others need more
- Do we have the data to pull this off?

*“Show me the detail”*

Description	January	February	March	April
<b>Revenue</b>				
Revenue Type 1				
Revenue Type 1 > Sub 1	65,000	65,000	65,000	65,000
Revenue Type 1 > Sub 2	40,000	40,000	40,000	40,000
Revenue Type 1 > Sub 3	52,000	52,000	52,000	52,000
Revenue Type 1 > Sub 4	5,000	5,000	5,000	5,000
Total Revenue Type 1	162,000	162,000	162,000	162,000
Revenue Type 2				
Revenue Type 2 > Sub 1	32,000	32,000	32,000	32,000
Revenue Type 2 > Sub 2	24,700	24,700	24,700	24,700
Revenue Type 2 > Sub 3	32,100	32,100	32,100	32,100
Total Revenue Type 2	88,800	88,800	88,800	88,800
Revenue Type 3				
Revenue Type 3 > Sub 1	12,500	12,500	12,500	12,500
Revenue Type 3 > Sub 2	7,850	7,850	7,850	7,850
Revenue Type 3 > Sub 3	6,800	6,800	6,800	6,800
Total Revenue Type 3	27,150	27,150	27,150	27,150
<b>Total Revenue</b>	<b>277,950</b>	<b>277,950</b>	<b>277,950</b>	<b>277,950</b>

*“We’re not that Good”*

Description	January	February	March	April
<b>Revenue</b>				
Revenue Type 1	162,000	162,000	162,000	162,000
Revenue Type 2	88,800	88,800	88,800	88,800
Revenue Type 3	27,150	27,150	27,150	27,150
<b>Total Revenue</b>	<b>277,950</b>	<b>277,950</b>	<b>277,950</b>	<b>277,950</b>





## Case Study 1

Build a completely hypothetical business (meaning it is just an idea at this point) with a goal of getting investor capital, a bank loan and a line of credit. It can be a made up “widget company”, that business you always dreamed about starting when you retire, or a real client situation.

### **Requirements:**

Start with an empty analysis and add accounts one by one. DO NOT import a pre existing chart of accounts.

- Use the *Non-Financial Data* tab to support some revenue and cost calculations.
- Add a fixed term loan, line of credit and investor capital to fund some sort of up front investment.
- Have at least 15 accounts on the Income Statement and 8 on the Balance sheet.
- Create a *Subtotal Grouping*.
- Make it at least 5 years, with the first 3 years by month.



# Class 2: Forecasting Methods and Assumptions and KPIs

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## Forecasting Methods & Assumptions and KPIs

- A. Account Type**
- B. Seasonality Profile Review**
- C. 4 Core Methods**
- D. Assets**
  - 1. Current Assets
  - 2. Fixed Assets
- E. Liabilities**
  - 1. Current Liabilities
  - 2. Long Term Liabilities
- F. Assumptions and KPIs**
  - 1. Add Accounts or Import?
  - 2. Adding Accounts
  - 3. Formula Builder
  - 4. Smart Groupings
  - 5. Parent Groupings

## Case Study 2:

We will provide you with an Excel file that resembles the Analysis used in today's class. You must first import the Financial Statements and Non-Financial Data tab then recreate all the forecasting methods.

### **Requirements**

- Import the Excel Sheet Provided on the website for the Financial Statements and the non-financial data tab.
- Rebuild the calculations demonstrated in the class. It is not necessary to pick the same assumptions, just use each method once.
- Make it 5 years, with the first 3 years by month.
- Detailed instructions will be contained in the recorded session, starting at the beginning.



# Class 3: Multi-Departmental, Reporting and Advanced Forecasting

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## Multidepartmental:

### **A. Laying the Foundation**

1) “Stamping Out” the analyses

### **B. Consolidation Using Excel-Add-in**

### **C. Business Unit Builder in 1<sup>st</sup> half of 2021**

## Reporting:

### **A. In-tool Reporting**

### **B. Advanced Reporting Add-in**

## Advanced Forecast Techniques:

### **A. Payroll Schedule**

### **B. Subscription Revenue**

### **C. Conditional Formatting**

### **D. Deferred Revenue (Timing Concepts)**

### **E. Allocations (Excel Loop)**

## Case Study 3: Consolidations

Use the provided Excel file and follow the steps from class to create a basic consolidation analysis. You are more than welcome to substitute a real client situation for this case study\*

### Requirements

- Set up the analysis for 2 years budgeted with one year of historical data, monthly
- Import the first tab of the *Consolidation Import* file
- Build in the forecasting methods demonstrated in class
  - Add the overhead expense line and link it to *Overhead Allocation* file
- Replicate the analysis twice and import tabs 2 and 3 from the *Consolidation Import* file.
  - Break Excel Link and Re-link it to the appropriate line in the *Overhead Allocation* file
- Detailed instructions will be contained in the recorded session.
- Run the reports for Location 1, Location 2 and the consolidated view.

\* Your client does not need to be a multi-analysis situation. You can simply build the first analysis, replicate it and consolidate.

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