

Financial Planner Personal v3.0
User's Guide

Incomes

Overview:

The *Incomes* sheet allows users to enter details about their sources of income which are then used elsewhere in the tool. This sheet calculates how much users are paying in taxes per year (in dollar amount and as a percentage). It also shows the per cent contribution of each job to your total household income.

Income Entry:

To record a source of income (job), follow these steps:

1. [Column B] Enter your job title in the Job column [Column B]
2. [Columns C-F] Enter a description of your salary in the “Salary” section
 - a. Salary Description: Enter your salary amount and period in columns C and D respectively. (*Example:* If your salary is the equivalent of \$50,000 per year, then enter “\$50,000.00” in column C and select “Yearly” in column D). Your annual salary will then be displayed in column E (in this instance, \$50,000.00 would be repeated)
 - b. Select your paycheck period (Daily, Weekly, Bi-Weekly, Monthly, or Yearly).
3. [Columns G-I] Enter your regular deductions (amounts should be in a per paycheck basis)
 - a. Enter your *pre*-tax deductions, both for healthcare and company 401k, in columns G and H. If no such deductions are made from your paycheck, simply enter \$0.00.
 - b. Enter your *after*-tax deductions for 401k, if any, in column I
4. [Columns J-M] Record your Federal Withholding (again, on a per paycheck basis)
 - a. A calculation of your Taxable Income should be shown in column J
 - b. Estimates of your Social Security and Medicare contributions (per paycheck) should be shown in columns K and L. *Note:* These estimates are for 2007 and may be subject to change according to congressional legislation. Columns AA-AD show the tax rates and income limit for Social Security and Medicare taxes as of 2007. Updating these columns will automatically adjust the estimates to reflect the updated rates.
 - c. Enter your remaining federal income tax withholding (per paycheck) in column M.
5. A summary of your compensation and tax contributions are shown in columns N through S. Your Total Income (both before and after taxes and deductions) is shown in cells P15 and Q15.

Investments

Overview:

The *Investments* sheet allows users to track their regular investments. Investments can be made from any or all sources of income. This sheet calculates the recurring investment amount (both periodic and per year) as well as the investment amount as a percentage of total income.

Investment Entry:

To record a recurring investment, follow these steps:

1. [Column B] Enter the name of the recurring investment.
2. [Column C *or* E] Record the investment amount either as a percentage (column C) or a dollar amount (column E). *Note:* Enter either a dollar amount or a percentage for a particular investment. Do not enter both.
3. [Column F] Select whether this investment will be made on a pre-tax or after-tax basis with respect to the source of income from which it will be diverted.
4. [Column G] Select from which income source this investment will be diverted.
5. [Column H] Select the period in which this investment will recur (Daily, Weekly, Monthly, or Yearly).
6. Information about your recurring investment is shown in columns I through S, including the total dollar amount of all your investments shown in cell K13.
7. Your investments as a percentage of your total income are shown in a pie chart below the Investments table.

Assets

Overview:

The *Assets* sheet allows users to track changes in their total assets, in both quantity and composition. Individual assets can be plotted over time to use as a personal record and to track their individual performance. Assets can be classified by account types and asset types in order to track the balance and composition of your total assets.

Asset Entry:

To record an asset in the “List of Assets” table, follow these steps:

1. [Columns B-D] Enter the name of the asset you are recording
2. [Column E] Select the account type of the asset if applicable (Savings Account, Checking Account, IRA, 401k, Mutual Fund, Stock, Bond, or CD)
3. [Column F] Select the type of this asset (Short-term Savings (Liquid), Short-term Savings (Non-liquid), Long-term Savings, Retirement, or Equity)
4. [Column G] Enter the amount of this asset.
5. Column H shows the contribution of this asset as a percentage of your total assets.
6. Cell G17 shows the combined total of you assets.

Asset Recording/Plotting:

To record/plot your assets, follow these steps:

1. [Cell G18] Select the date at which the asset totals listed above are accurate (usually “Today”)
2. Recording assets
 - a. To record and plot your asset totals, click on the “Record Asset Totals” button.
 - b. To delete the last record of asset totals, click on the “Delete Last Record” button.
 - c. To delete all records of assets, click on the “Delete ALL Records” button.
3. A record of historical asset totals is shown in the table below (B42 through E5000).
4. Plots of asset totals are shown to the right of this table
5. A summary of assets by account type is shown in the “Summary of Assets (by account type)” table (O5 to T14)
6. A summary of assets by asset type is shown in the “Summary of Assets (by asset type)” table (Y5 to AE11)

Liabilities

Overview:

The *Liabilities* sheet allows users to track changes in their total liabilities, in both quantity and composition. Individual liabilities can be plotted over time to use as a personal record and to track their progression. Assets can be classified by debt type and in order to track the balance and composition of your total debt.

Debt Entry:

To record liability in the “List of Liabilities” table, follow these steps:

1. [Columns B-D] Enter the name of the liability (Example: “Mortgage”, or “Citibank Credit Card Debt”).
2. [Column E] Select the debt type (Home loan, Personal Loan, Credit Card, or Other).
3. [Column F] Enter the initial value of the debt.
4. [Column G] Enter the annual percentage rate of the liability (**optional**).
5. [Column H] Enter the debt period, if applicable (**optional**).
6. [Column I] Enter the inception date of the liability (**optional**).
7. [Column J] Enter the amount already paid to the debt (**optional**).
8. [Column K] Enter the amount of accumulated interest.
9. [Column L] Enter the remaining principle.
10. Columns M through P show your remaining debt in the liability, the per cent of the debt resolved, the liability’s per-cent contribution to your total debt, and the total debt accumulated from the liability.
11. Cell M17 shows your total debt.

Debt Recording/Plotting:

To record/plot your liabilities, follow these steps:

7. [Cell M18] Select the date at which the liability totals listed above are accurate (usually “Today”)
8. Recording liabilities
 - a. To record and plot your debt totals, click on the “Record Debt Total” button.
 - b. To delete the last record of debt totals, click on the “Delete Last Record” button.
 - c. To delete all records of debts, click on the “Delete ALL Records” button.
9. A record of historical debt totals is shown in the table below (B42 through E5000).
10. Plots of debt totals are shown to the right of this table
11. A summary of debts by debt type is shown in the “Summary of Debts (by debt type)” table (R5 to W10)

Net Worth

Overview:

The *Net Worth* sheet summarizes the combined total of all your assets and liabilities. Both your current net worth and your new worth over time are conveniently shown in tabular and graphical formats. No user entry is necessary for this sheet, as it references your asset and debt totals from previous sheets.

Cash Flow

Overview:

The *Cash Flow* sheet allows users to track their monthly cash flow (incomes and expenditures). Your monthly cash flow is computed (total incomes minus total expenditures) and plotted over a month's time to give you a better handle on the flow of your money on a month-by-month basis.

Income Entry:

To record Incomes as part of your cash flow analysis, follow these steps:

1. [Columns C-D] Enter any incomes (both name and monthly dollar amount) not recorded in the *Incomes* sheet.

Expenditure Entry:

To record Expenditures as part of your cash flow analysis, follow these steps:

1. [Columns L-M] Record the name of any and all monthly expenditures (Examples: "Auto Insurance", "Groceries", etc.). *Note:* Expenditures 1 through 5 are grouped into one set ("Mortgage" by default).
2. [Column N] Enter the day of the month on which this expenditure is usually due (**optional**).
3. [Columns O-P] Enter the monthly expenditure amount.
4. Columns Q through R show the per-cent contribution of each expenditure.

Cash Flow Section:

The cash flow section (B40 through S63) shows your total monthly income, expenditures, and cash flow. The per cent of your income expended per month is also shown (D45).

Allocations

Overview:

The *Allocation* sheet allows users to track the allocation of their assets to help them plan for the future.

Allocation Entry:

To record Allocations of assets, follow these steps:

1. [Columns B-D] Enter the name of the allocation.
2. [Columns E-G] Enter a contribution amount (as a percentage *or* dollar amount of a particular asset).
3. [Column I] Select the asset from which you are allocating the amount from step 2.
4. [Columns J-L] Enter another contribution amount (as a percentage *or* dollar amount of a particular asset) (**optional**).
5. [Column N] Select the asset from which you are allocating the amount from step 4 (**optional**).
6. [Columns O-Q] Enter another contribution amount (as a percentage *or* dollar amount of a particular asset) (**optional**).
7. [Column S] Select the asset from which you are allocating the amount from step 6 (**optional**).
8. The amount of allocation, as well as the percent of total assets being allocated, are shown in columns T and U.
9. The total of unallocated assets is shown in row 23 (T23).
10. A summary of the asset allocations is shown in the “Asset Allocation Summary” table (N26-T37).

Settings

Overview:

The *Settings* sheet allows users to enter personalized account types, asset types, and debt types if the default types are not accurate descriptors.

Mortgage

Overview:

The *Mortgage* sheet allows users to enter details about their mortgage and view the estimated amortization schedule.

Legend

Overview:

The *Legend* sheet shows the meaning of color-coded cells, as well as an abstraction of the flow of this tool, from incomes to allocations.

Definitions

Annual Percentage Rate (APR): an expression of the effective [interest rate](#) that will be paid on a loan, taking into account one-time fees and standardizing the way the rate is expressed.

Assets: Items of ownership convertible into cash; total resources of a person or business, as cash, notes and accounts receivable, securities, inventories, goodwill, fixtures, machinery, or real estate (opposed to liabilities).

Debt Period: Period in which you are expected to repay the debt (mainly applicable to mortgages).

Liabilities: Moneys owed; debts or pecuniary obligations (opposed to assets).

Net Worth: The total [assets](#) minus total [liabilities](#) of an individual or a [company](#). In [personal finance](#), net worth is also used to refer to an individual's net financial position; similarly, it also uses the value of all assets minus the value of all liabilities (debt).

Paycheck Period: The period of time in which you receive a regular paycheck.

Daily - One paycheck every day

Weekly - One paycheck every week

Bi-Weekly - One paycheck every two weeks

Monthly - One paycheck every month

Yearly - One paycheck every year

Principal: The original amount of a [debt](#) or investment on which interest is calculated.