



HHR FinancialPlan US

Tutorial

Start-up-Assist HHR UG (hb) / hg
October 2024

Version history

Version	Author	Date	Changes
1.0	Hg	10/03/2024	Initial version

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1 Introduction

Thank you and congratulations on your decision to use the "**HHR FinancialPlan US**" financial planning tool.

With the help of these instructions and a basic commercial understanding, you will be able to complete and use the very convenient financial planning tool "**HHR FinancialPlan US**" without difficulty.

The financial planning tool "**HHR FinancialPlan US**" is an effective instrument for the number-based financial planning of your company. It is particularly suitable for start-ups in the United States, regardless of their legal form, but can also be used for all other companies in the USA.

At first glance, the financial overview may seem extensive. However, you will quickly find your way around. You will even quickly realize that the financial planning tool "**HHR FinancialPlan US**" makes the planning process very convenient and easy to manage. Many things are calculated automatically and transferred to the following months and years. No double entries are necessary.

With the "**HHR FinancialPlan US**" financial planning tool, you can create a high-quality financial plan in a very manageable amount of time.

To give them an understanding of how to use the tool, we explain how to operate it using a fictitious and fictitious case study with very simplified assumptions. Any similarities with existing companies would be purely coincidental.

2 Versions

The "**HHR FinancialPlan US**" is available in 2 versions, each with a time-limited trial version:

Premium version with automation through "Visual Basic for Applications" (VBA) and the option to flexibly change the user language and a freely adjustable planning period between 5 and 14 years. The use of this version requires a full version of Microsoft Excel™ and the activation or authorization of macros.

Standard version without VBA support with a fixed planning period of 7 years and fixed user language English. Other language versions can be provided on request. This version can also be run under Office alternatives such as LibreOffice.

The following differences and restrictions exist between the versions.

Feature / Version	Premium version	Premium version test	Standard version	Standard version Test
<ul style="list-style-type: none"> Automation through VBA 	Yes	Yes	no	no
<ul style="list-style-type: none"> Can also run under Office alternatives such as LibreOffice 	no	no	Yes	Yes
<ul style="list-style-type: none"> Period of use 	2 / 3 years	28 days	2 years	28 days
<ul style="list-style-type: none"> Dynamic language change (user interface, help texts): <ul style="list-style-type: none"> English French Italian Spanish Portuguese (Brazil) 	Yes	Yes	no	no
<ul style="list-style-type: none"> Support of different currencies: <ul style="list-style-type: none"> USD CAD (Canadian dollar) MXN (Mexican peso) BRL (Brazilian real) CLP (Chilean Peso) ARS (Argentine Peso) UYU (Uruguayan peso) 	Yes	Yes	Yes	No, only USD
<ul style="list-style-type: none"> Planning period 	5 - 14 years	5 - 14 years	7 years	7 years
<ul style="list-style-type: none"> Number of financing modules (6	6	6	1
<ul style="list-style-type: none"> Graphical representations: <ul style="list-style-type: none"> Profit after taxes Under/overlap Cumulative under-/over-coverage 	Yes	Yes	Yes	no
<ul style="list-style-type: none"> Change the column width for better readability with large numbers 	Yes	Yes	no	no

3 Technical requirements

3.1 Fundamentals

To edit the **premium version** of this workbook, you need Microsoft Excel™ version 2016 or higher.

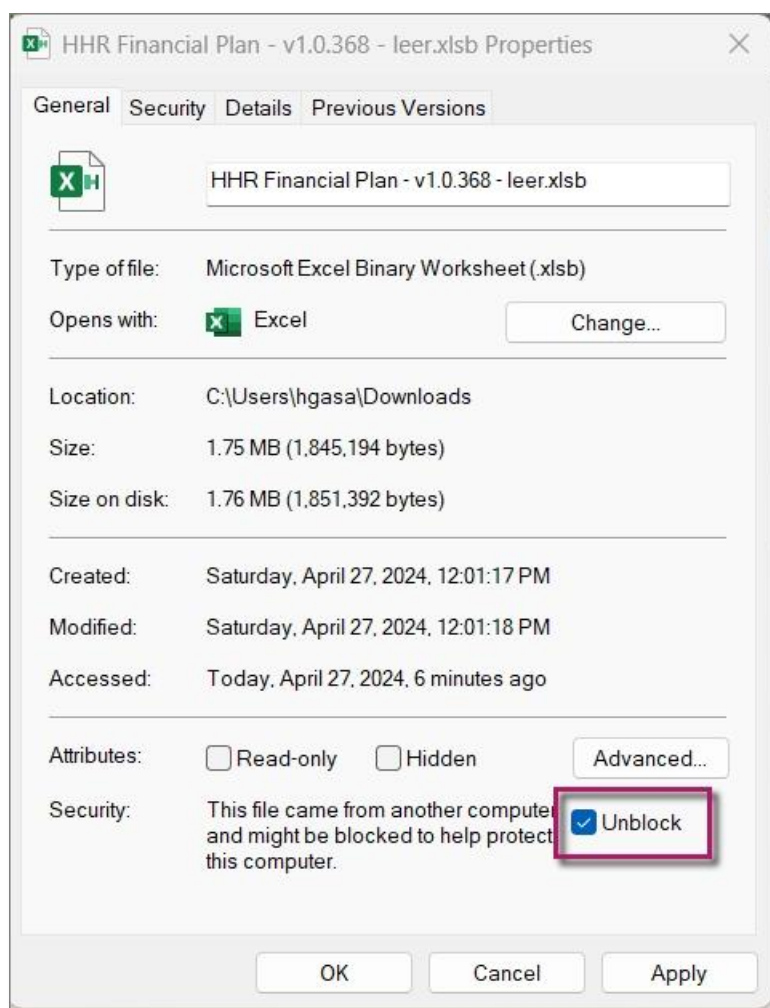
The **standard version** can be run under almost any version of Microsoft Excel™, especially the web version and Office alternatives such as LibreOffice™

The **Premium version** makes intensive use of Visual Basis for Applications (VBA). When calling up this workbook for the first time, you will be asked to allow macros. You must do this, as the Premium version of **HHR FinancialPlan US** will not function correctly without macros.

Note: the following sections only apply to the Premium version

If you are using Windows 11, you must declare the file as "trusted" and allow macros after downloading the file or before opening it for the first time, otherwise the workbook will not work.

To do this, right-click on the file in your Windows Explorer and go to the "Properties" window:

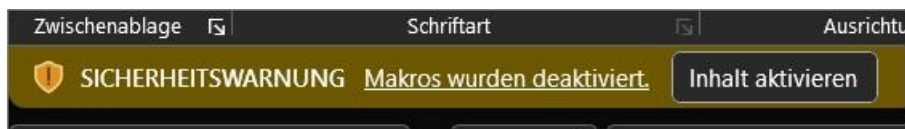


Click on the "Allow" field and check the box. You must then click on the "Apply" button. You can now use the macros at any time.

Tutorial HHR FinancialPlan US

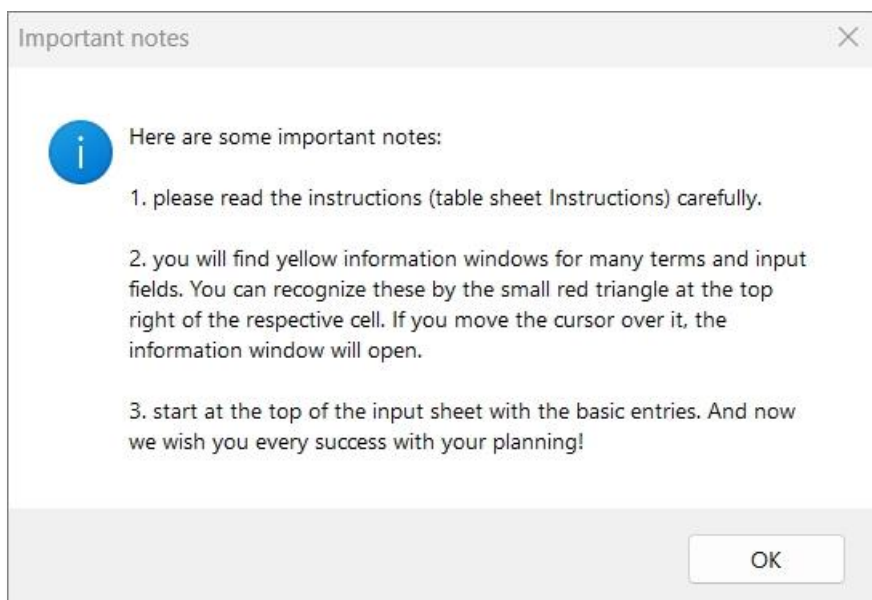
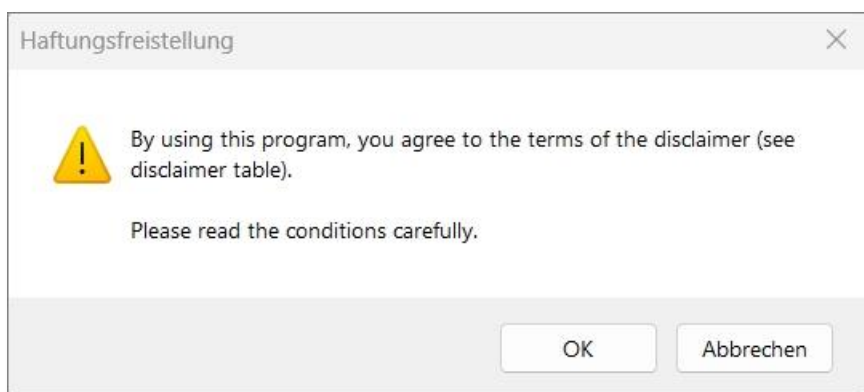
You must also activate the so-called "Iterative calculation" in Excel[U]. To do this, please go to the menu items File ->Options -> Formulas in Excel and check the box "Allow iterative calculation". The maximum number of iterations is normally preset to 100. You can accept this setting. However, you can also increase the number of iterations to 200.

If you are asked to "Activate content" and/or "Activate editing", please click on this and activate the macros required for the workbook and/or the editing of the content.



Note: If you do not allow working with macros, you will not be able to use the workbook as the labels of the input fields, rows and columns will not be visible.

After starting the "**HHR FinancialPlan US**" for the first time, 2 message windows will appear, which you should confirm with "ok":



You can then work with the **HHR FinancialPlan US**.

3.2 Entering the license key

3.2.1 Standard version

With the standard or test version, the test phase (28 days) or the usage phase (2 years) begins as soon as you have entered a date for the start of your project in cell C9.

Basic entries		License valid until	Build: 1.4.07
Language	English		
Currency	USD		
Company / project name:	[Name of your company]		
Start of the company (MM/DD/YYYY):		By entering a start date, you accept the terms of use!	
Planning period (years):	7	1900 - 1906	
Are you liable for sales tax? (Yes ' 1; No ' 0):	1		
Do you have to pay Sales Tax on Cash-Basis or Accrual-Basis (Accrual-Basis = 0, Cash-Basis = 1)?:	0		
Is your company a corporate? (Yes ' 1; No ' 0):	1		

After entering a date for the start of the planning period, the period of use is displayed. In addition, it is displayed that you accept our terms of use by actively using **HHR FinancialPlan US** (CDA stands for Copyright and Disclaimer accepted):

Copyright & Disclaimer accepted		Basic entries	License valid until	Build: 1.4.07	CDA: 10/1/2024
Language	English				
Currency	USD				
Company / project name:	[Name of your company]				
Start of the company (MM/DD/YYYY):	4/1/2025				
Planning period (years):	7				2025 - 2031
Are you liable for sales tax? (Yes ' 1; No ' 0):	1				
Do you have to pay Sales Tax on Cash-Basis or Accrual-Basis (Accrual-Basis = 0, Cash-Basis = 1)?:	0				
Is your company a corporate? (Yes ' 1; No ' 0):	1				
Corporate Income Tax rate:	21.0%				

All amounts in USD

Note: If your license has expired or your trial period has ended, the data you entered will be hidden. They will of course be retained and will be available again as soon as you enter a valid license code.

Tutorial HHR FinancialPlan US

By entering a purchased license key, you can convert a trial version into a full version at any time, regardless of whether it has already expired or not.

To convert the trial version into a full version, enter the license key for the 2-year term in cell P1:

	G	H	I	J	K	L	M	N	O	P
1	Build: 1.4.04	CDA:	16.09.2024						1st. License Key	
2									2nd. License key	
3									3rd. License key	
4									4th. License key	
5										

If the license key has been entered correctly, cells O1 to Q1 will be colored. The current runtime is displayed in cell Q1:

O	P	Q
1st. License Key	[Redacted]	10/29/2026
2nd. License key		
3rd. License key		
4th. License key		

The front part of the "Input sheet" worksheet now also shows that the "HHR FinancialPlan US" is now a full version:

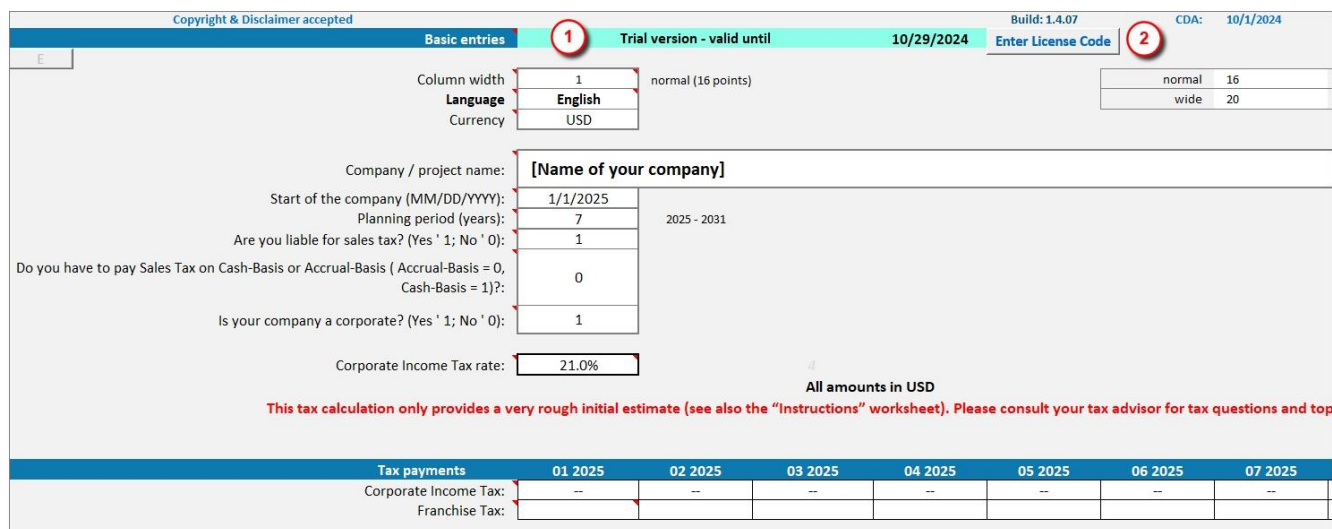
C	D	E	F
License valid until		10/29/2026	

Notes:

- As the file name still contains the note "- trial" despite conversion to a full version, you should ideally rename the file accordingly.
- In a trial version, the "Graphics" and "Planning scenarios" worksheets are hidden. You must show these again after entering the license key (right-click with the mouse on one of the tabs, select Show and mark the corresponding worksheet).

3.2.2 Premium version

When **HHR FinancialPlan US** is started for the first time, the "Input sheet" worksheet is called up:



Copyright & Disclaimer accepted

Basic entries

1 Trial version - valid until 10/29/2024 Build: 1.4.07 CDA: 10/1/2024

2 Enter License Code

Column width: 1 normal (16 points)

Language: English

Currency: USD

normal: 16

wide: 20

Company / project name: [Name of your company]

Start of the company (MM/DD/YYYY): 1/1/2025

Planning period (years): 7 2025 - 2031

Are you liable for sales tax? (Yes ' 1; No ' 0): 1

Do you have to pay Sales Tax on Cash-Basis or Accrual-Basis (Accrual-Basis = 0, Cash-Basis = 1)?: 0

Is your company a corporate? (Yes ' 1; No ' 0): 1

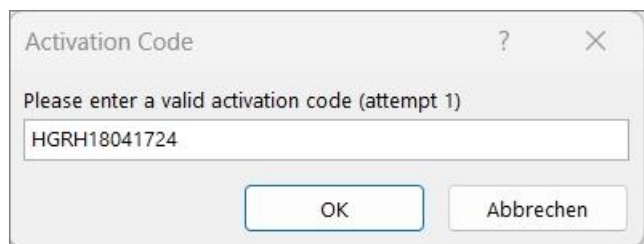
Corporate Income Tax rate: 21.0%

All amounts in USD

This tax calculation only provides a very rough initial estimate (see also the "Instructions" worksheet). Please consult your tax advisor for tax questions and top

Tax payments	01 2025	02 2025	03 2025	04 2025	05 2025	06 2025	07 2025
Corporate Income Tax:	--	--	--	--	--	--	--
Franchise Tax:							

A 28-day test mode is automatically activated (1). However, as you have already purchased a license key for use for 2 years, you can enter this using the "Enter License Code" button (2).



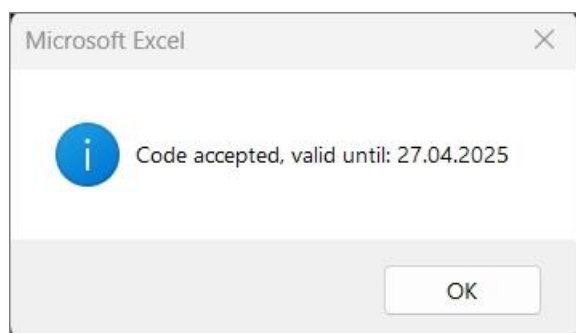
Activation Code

Please enter a valid activation code (attempt 1)

HGRH18041724

OK Abbrechen

After entering the correct license key, a corresponding message appears:



Microsoft Excel

Code accepted, valid until: 27.04.2025

OK

Note: If you make a mistake when entering the license key, you have 2 more attempts to enter it. If these also fail, the workbook is closed, and you must restart **HHR FinancialPlan US** to enter the correct license key.

Tutorial HHR FinancialPlan US

After successful entry, you are back in the "Inputs" worksheet and the term of your license is now displayed:

Copyright & Disclaimer accepted		Basic entries		License valid until	10/1/2026
E	Column width	1	normal (16 points)		
	Language	English			
	Currency	USD			
	Company / project name:	[Name of your company]			
	Start of the company (MM/DD/YYYY):	1/1/2025			
	Planning period (years):	7		2025 - 2031	
	Are you liable for sales tax? (Yes ' 1; No ' 0):	1			
	Do you have to pay Sales Tax on Cash-Basis or Accrual-Basis (Accrual-Basis = 0, Cash-Basis = 1)?:	0			
	Is your company a corporate? (Yes ' 1; No ' 0):	1			
	Corporate Income Tax rate:	21.0%			
					All amounts in USD

The individual worksheets in the workbook are protected and you can only fill certain cells, all with a white background.

However, please save a blank "raw version" of the "**HHR FinancialPlan US**" separately to be on the safe side. You can then refer to it if necessary.

Note: If your license has expired or your trial period has ended, you can of course still access the data you have entered. However, you will not be able to make any new entries or changes as all input fields are locked until you enter a new, valid license code.

3.3 Structure of the workbook

The financial planning tool "HHR FinancialPlan US" consists of a total of 9 visible spreadsheets whose tabs are colored differently according to their function:

- Blue spreadsheets** the spreadsheets with the blue tabs ("Instructions" and "Terms of use") are purely information sheets and are intended for reading only.
- White spreadsheets** the spreadsheets with the white tabs ("Input sheet" and "Financial planning") are the actual planning sheets. You can make your planning entries in these.
- Yellow worksheets** the spreadsheets with the yellow tabs ("Profit & Loss", "Liquidity Preview", "Graphic" and "Planning Scenarios") are output sheets derived from the planning worksheets that are optimized for print and/or PDF output.

3.4 Worksheet "Input sheet"

The "Input sheet" worksheet is used to enter all basic data such as the company name, the date of foundation and parameters for tax classification:

Copyright & Disclaimer accepted		Basic entries		License valid until		Build: 1.4.07		CDA: 10/1/2024							
Language		English		Currency		USD									
Company / project name:		[Name of your company]													
Start of the company (MM/DD/YYYY):		4/1/2025		Planning period (years):		7		2025 - 2031							
Are you liable for sales tax? (Yes ' 1; No ' 0):		1		Do you have to pay Sales Tax on Cash-Basis or Accrual-Basis (Accrual-Basis = 0, Cash-Basis = 1)?:		0									
Is your company a corporate? (Yes ' 1; No ' 0):		1		Corporate Income Tax rate:		21.0%									
All amounts in USD															
This tax calculation only provides a very rough initial estimate (see also the "Instructions" worksheet). Please consult your tax advisor for tax questions and top															
Tax payments		04 2025		05 2025		06 2025		07 2025		08 2025		09 2025		10 2025	
Corporate Income Tax:		--		--		--		--		--		--		--	
Franchise Tax:															

If own funds and, for example, a state start-up grant are to be used as part of the financial planning, this can also be shown in the entry sheet. Financing can also be shown here:

Financial resources		All amounts in USD							
Equity		-	-	-	-	-	-	-	-
Inpayment on:									
Amount:									
Start-up grant		-	-	-	-	-	-	-	-
Inpayment on:									
Amount:									
Other inpayments		-	-	-	-	-	-	-	-
Inpayment on:									
Amount:									
Other payments		-	-	-	-	-	-	-	-
Payment on:									
Amount:									
Total financing									
		04 2025	05 2025	06 2025	07 2025	08 2025	09 2025		
Opening balance		--	--	--	--	--	--	--	--
Total interest		--	--	--	--	--	--	--	--
Total repayment		--	--	--	--	--	--	--	--
Total remaining balance		--	--	--	--	--	--	--	--

The worksheets in the table have a variety of help texts that appear when you position the mouse cursor (without clicking) over a cell marked with a small red triangle in the top right-hand corner.

For example, the help text for entering the legal form of the company is displayed here:

Copyright & Disclaimer accepted

Basic entries		License valid until	10/29/2026
Language	English		
Currency	USD		
Company / project name:	[Name of your company]		
Start of the company (MM/DD/YYYY):	4/1/2025		
Planning period (years):	7	2025 - 2031	
Are you liable for sales tax? (Yes ' 1; No ' 0):	1		
Do you have to pay Sales Tax on Cash-Basis or Accrual-Basis (Accrual-Basis = 0, Cash-Basis = 1)?:	0		
Is your company a corporate? (Yes ' 1; No ' 0):			
Corporate Income Tax rate:			
<p>This tax calculation only provides a very rough estimate. Please consult with a tax advisor for more details.</p>			
Tax payments			
Corporate Income Tax:			
Franchise Tax:			

nts in USD
worksheet). Please

07 2025

3.5 Planning" worksheet

The actual planning takes place in the "Financial planning" worksheet. This is an oversized, multiple "folded" worksheet that can cover a period of up to 14 years from the founding year.

Note: The planning period is set in the "Input sheet" worksheet in cell C10. The default setting here is a planning period of 7 years. You can change the planning period at any time within a range of 5 - 14 years. If you later want to reduce the planning period, e.g. from 7 to 5 years, the data you have already entered for the 6th and 7th planning years will be retained. They will simply be hidden.

When you first call up the "Financial planning" worksheet, it is completely "closed" and only shows the years and the categories (e.g. income, cost of sales/external services and expenses):

[illegible]

The symbols [1], [2] and [3] are available in the top left-hand corner of the worksheet for quick opening and closing (1).

By clicking on the vertical symbol [2], the years are expanded and the respective months appear:

	A	B	C	G	K	O	S	W	AA
1									
2									
3									
4									
5									
6									
7									
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100									

Please note that the months before the start date of business operations (April 2025 in our example) are colored so that no entries are made here.

Click on the vertical icon [3] to display further planning details for the months (in our example, the month of April 2025):

			G		K		O		P		Q		R		S	
1			Gross-net calculator													
2																
3	Sales Tax		7.25%													
4	Gross		1,000.00													
5	Net		932.40													
6																
7																
8																
9																
10																
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You can also simply expand the relevant columns and rows using the "+" outline symbols at the edge of the sheet or collapse them again using the "-" outline symbols.

Or click on the numbers for the structure levels (1, 2 or 3).

The same applies to the lines. Use the number "2" to expand all rows and enter the details for the planned operating costs, for example.

[illegible]

As soon as you have expanded the line for operating costs, for example, you will see further categories, e.g.:

[illegible]

You can expand the operating costs even further using the [+] symbol, here for example under repairs / maintenance:

	A	B	C	AZ	CW	ET	GQ	IN	KK
1									
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You can use the outline symbol [-] to collapse the categories or the outline symbol [1] to collapse everything except for the main categories.

4 Application example - Company "Jake Miller Inc."

We will explain the more detailed operation of the **HHR FinancialPlan US** using the fictitious example of the company "Jake Miller Inc." from Somerville / New Jersey. This is a manufacturing company that was founded on April 1, 2025.

Note: All figures are fictitious and are for illustrative purposes only.

The company Jake Miller Inc. manufactures 3 products, which are mainly sold to commercial customers and to a small extent directly to end customers via the company's own outlet.

The company starts with 3 employees and wants to hire 2 more employees after one year.

In order to expand production, an additional production machine is to be purchased on October 1, 2025 at a price of USD 100,000, which is to be financed by a corresponding loan with a term of 5 years and an interest rate of 4.75%.

From 01.01.2026, the production volume will increase and remain constant in subsequent years.

In New Jersey there is a sales tax of 6.63%. The corporate income tax (CIT) is 9%.

4.1 Basic inputs

The basic entries are made in the "Input sheet" worksheet.

Copyright & Disclaimer accepted Basic entries License valid until 10/29/2026 Build: 1.4.07 CDA: 10/1/2024

Language English
Currency USD

Company / project name: **Jake Miller Inc. / Somerville, NJ** (1)

Start of the company (MM/DD/YYYY): 4/1/2025
Planning period (years): 7 2025 - 2031

Are you liable for sales tax? (Yes '1'; No '0'): 1 (2)

Do you have to pay Sales Tax on Cash-Basis or Accrual-Basis (Accrual-Basis = 0, Cash-Basis = 1)? 1

Is your company a corporate? (Yes '1'; No '0'): 1 (3)

Corporate Income Tax rate: 9.0%

All amounts in USD

This tax calculation only provides a very rough initial estimate (see also the "Instructions" worksheet). Please consult your tax advisor for tax questions and

Tax payments	04 2025	05 2025	06 2025	07 2025	08 2025	09 2025	10 2025
Corporate Income Tax:	--	--	--	--	--	--	--
Franchise Tax:	--	--	--	--	--	--	--

Financial resources All amounts in USD

Equity 2025-04 - - - - -

Inpayment on: 4/1/2025 (4)

Amount: 75,000.00

First enter the company name (1) and the type of company and taxation (2). As the company "Jake Miller Inc." is a corporation, corporate tax applies. The applicable tax rate, which you can find out from your tax advisor, must be entered in the corresponding cell (3).

In our example, a tax rate of 9% applies for New Jersey.

As at 01.04.2025, the company's business account contains an amount of EUR 75,000 (4).

4.2 Planning

As a rule, income must be entered net (i.e. without sales tax), but expenses must always be entered gross (including the relevant sales tax). For your convenience, you will find a small gross/net calculator at the top left of the "Financial planning" worksheet. If you are not subject to sales tax (see also input sheet line 11), the note "gross" will appear in the heading of the corresponding input columns and you should then enter the corresponding gross values.

4.2.1 Sales / revenue

The first step in the "Financial planning" worksheet is sales planning:

[illegible]

Starting with the month of April 2025, the following products, the expected number of sales and the expected net revenue are entered. The corresponding sales tax is entered in column B. The default setting is 7.25%, in New Jersey this is 6.63% in our example:

[illegible]

As you can see in the monthly columns for May and June 2025, the calculated revenue and proceeds are extrapolated for the following months.

In our example, sales remain constant in 2025. Sales increase from January 2026.

To map this in the [HHR FinancialPlan US](#), simply expand the month of January 2026 and make the corresponding entries.

1											
2											
3											
4	A	B	C	AY	AZ	BA	BB	BC	BD	BH	BL
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22											

The changes in sales and income are now also reflected in subsequent months and years.

Incidentally, **HHR FinancialPlan US** also has a comprehensive help text for explaining sales/revenues. Like the other help texts, you can call this up by moving the mouse over the cells with the small red triangle in the top right-hand corner.

[illegible]

In our example, we want to leave it at these revenues.

The purchase of goods is shown next.

4.2.2 Purchase of goods

To enter the data for the purchase of goods, line 47 and columns D and E are expanded.

In our simplified example, the purchase of goods only consists of one flat-rate item.

Since we know the amount

here, we enter it directly in column E and set the number to 1:

[illegible]

Like sales/revenue, the purchase of goods is also updated in subsequent months until it is changed again.

As we have an increase in production figures in January 2026, we also have to adjust the purchase of goods here:

[illegible]

In our example, the purchase of goods remains unchanged in the following months and years.

The next step is to plan the external services.

4.2.3 External services

We start with the maintenance of external services in April 2025 by expanding row 74 (External services) and columns P, Q and R.

As we know the amounts dependent on the production figures here, we enter these directly in column Q and set the number to 1:

[illegible]

In line with sales/revenues and the purchase of goods, external services also continue in subsequent months.

In our example, an adjustment to external services is therefore only necessary again in January 2026, when production figures increase:

[illegible]

In our example, the external services remain unchanged in the following months and years.

The next step is to plan the operating costs.

4.2.4 Operating costs

To maintain the operating costs, line 91 is expanded and the various categories of operating costs are displayed.

[illegible]

In our example, we first maintain the occupancy costs and expand line 92 for this purpose. For the sake of simplicity, we only enter summary occupancy costs in line 103 in our example. Initially, this is done for the month of January 2024.

[illegible]

Tutorial HHR FinancialPlan US

The operating costs are also automatically updated for the following months until they are changed in one of the following months.

The next block to be planned is the vehicle costs. Line 115 (vehicle costs/mobility) is expanded for this purpose. Here, too, we only enter flat-rate costs in our example:

		2025	2025	2025				2025	2025	2025
		January	February	March				April	May	June
		01 2025	02 2025	03 2025				04 2025	05 2025	06 2025
		Amount USD	Amount USD	Amount USD	Number	Net price USD	Sales Tax USD	Amount USD	Amount USD	Amount USD
115	Vehicle costs/mobility						--	2,800.00	2,800.00	2,800.00
116	Vehicle leasing #1						--	1,200.00	1,200.00	1,200.00
117	Vehicle #1 additional costs						--	--	--	--
118	Vehicle #1 road tax/insurance						--	--	--	--
119	Vehicle #1 other						--	--	--	--
120	Vehicle #1 leasing						--	--	--	--
121	Additional costs vehicle #2						--	--	--	--
122	Vehicle tax/insurance vehicle #2						--	--	--	--
123	Miscellaneous vehicle #2						--	--	--	--
124	Leasing vehicle #3						--	--	--	--
125	Additional costs vehicle #3						--	--	--	--
126	Vehicle tax/insurance vehicle #3						--	--	--	--
127	Miscellaneous vehicle #3						--	--	--	--
128	Train ticket #1						--	--	--	--
129	Train ticket #2						--	--	--	--
130	Train ticket #3						--	--	--	--
131	NN1						--	--	--	--
132	NN2						--	--	--	--
133	NN3						--	--	--	--
134	NN4						--	--	--	--
135	Total vehicle cost						--	1,200.00	1,200.00	1,200.00
136	Communication/marketing/IT/travel expenses						--	--	--	--

The vehicle costs are also automatically updated to the following months until they are changed in one of the subsequent months.

In our example, we skip the other blocks and only enter a lump sum under "Other costs" (this is only to illustrate the principle of planning):

		2025	2025	2025				2025	2025	2025
		January	February	March				April	May	June
		01 2025	02 2025	03 2025				04 2025	05 2025	06 2025
		Amount USD	Amount USD	Amount USD	Number	Net price USD	Sales Tax USD	Amount USD	Amount USD	Amount USD
115	Vehicle costs/mobility						--	2,800.00	2,800.00	2,800.00
136	Communication/marketing/IT/travel expenses						--	1,200.00	1,200.00	1,200.00
152	Insurance/contributions						--	--	--	--
170	Repair / Maintenance						--	--	--	--
180	Costs of delivery						--	--	--	--
190	Other costs						--	2,500.00	2,500.00	2,500.00
191	Consultancy						--	--	--	--
192	Tax advisor/auditor						--	--	--	--
193	Further training						--	--	--	--
194	Hospitality						--	--	--	--
195	Bank costs						--	--	--	--
196	Miscellaneous/reserves						--	--	--	--
197	Other costs						--	--	--	--
198	NN1						--	--	--	--
199	NN2						--	--	--	--
200	NN3						--	--	--	--
201	NN4						--	--	--	--
202	total other costs						--	2,500.00	2,500.00	2,500.00

After the operating costs have been entered, the personnel costs must now be entered.

4.2.5 Personnel costs

Personnel costs are maintained in the same way as the other cost types.

We show the line area from line 204 (personnel costs) via the corresponding outline symbol:

			2025	2025	2025				2025	2025	2025
			January	February	March				April	May	June
			01 2025	02 2025	03 2025	Number	Net price USD	Sales Tax USD	04 2025	05 2025	06 2025
			Amount USD	Amount USD	Amount USD		Gross price USD		Amount USD	Amount USD	Amount USD
46	Revenue	- Cost of Sales/External Services									
47		- Purchase of Goods							3,850.00	3,850.00	3,850.00
74		- External Services							2,250.00	2,250.00	2,250.00
86	2.	Total cost of sales/external services							6,100.00	6,100.00	6,100.00
87	3.	Gross profit/gross margin							22,034.50	22,034.50	22,034.50
89	- Expenses										
91		- Operating costs							6,500.00	6,500.00	6,500.00
204		- Personnel costs				3		1,500.00	14,000.00	14,000.00	14,000.00
205	Social security in %	Employee	Total USD	Total USD	Total USD	Number	Salary USD	Social security costs USD	Total USD	Total USD	Total USD
206	12.00%	Employee 1				1	5,000.00	600.00	5,600.00	5,600.00	5,600.00
207	12.00%	Employee 2				1	4,000.00	480.00	4,480.00	4,480.00	4,480.00
208	12.00%	Employee 3				1	3,500.00	420.00	3,920.00	3,920.00	3,920.00
209	12.00%	-									
210	12.00%	-									
211	12.00%	-									
212	12.00%	-									

The social costs are determined by the percentage in column B (here 12% is preset, overwrite this value with the actual percentage).

Next, we need to enter the costs for the two additional employees from the beginning of 2026 and show the month of January 2026 and enter the corresponding personnel costs:

			2025	2025				2026	2026	2026
			December					January	February	March
			12 2025					01 2026	02 2026	03 2026
			Amount USD	Total USD	Number	Net price USD	Sales Tax USD	Amount USD	Amount USD	Amount USD
46	Revenue	- Cost of Sales/External Services								
47		- Purchase of Goods	3,850.00	34,650				5,200.00	5,200.00	5,200.00
74		- External Services	2,250.00	20,250				3,150.00	3,150.00	3,150.00
86	2.	Total cost of sales/external services	6,100.00	54,900				8,350.00	8,350.00	8,350.00
87	3.	Gross profit/gross margin	22,034.50	198,311				37,368.50	37,368.50	37,368.50
89	- Expenses									
91		- Operating costs	6,500.00	58,500				6,500.00	6,500.00	6,500.00
204		- Personnel costs	14,000.00	126,000	5		1,500.00	22,400.00	22,400.00	22,400.00
205	Social security in %	Employee	Total USD	Total USD	Number	Salary USD	Social security costs USD	Total USD	Total USD	Total USD
206	12.00%	Employee 1	5,600.00	50,400	1	5,000.00	600.00	5,600.00	5,600.00	5,600.00
207	12.00%	Employee 2	4,480.00	40,320	2	4,000.00	480.00	8,960.00	8,960.00	8,960.00
208	12.00%	Employee 3	3,920.00	35,280	2	3,500.00	420.00	7,840.00	7,840.00	7,840.00
209	12.00%	-								
210	12.00%	-								
211	12.00%	-								

4.2.6 Investments

On October 1, 2025, the company "Jake Miller Inc." intends to purchase another production machine for USD 100,000. The amortization period for this machine will be 10 years.

To enter this investment in the **HHR FinancialPlan US**, click on the outline symbol [+] above line 265 and use the outline symbols at the top to display columns D, E, F and G. The data for the machine to be purchased can now be entered:

1	2	3	A	B	C	D	E	F	G
1									
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The depreciation resulting from the acquisition is calculated automatically and displayed from line 222, which we will now expand for further information:

1	2	3	A	B	C	AM	AQ	AU	AY	AZ	BD	BH	BL
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We map the financing of the machine in the worksheet "Input sheet" from line 59:

Financing 1

Payment on: 10/1/2025

Financing amount: 100,000

Interest rate: 4.75%

Start of repayment: 11/1/2025

Repayment amount: 5,000.00

Repayment: Quarterly

Term in months: 60

Repayment end: 10/1/2030

The input fields have the following meaning:

- (1) Date of disbursement of the loan
- (2) Loan amount
- (3) Annual interest rate
- (4) Start date for repayment of the loan
- (5) Repayment amount (quarterly or monthly, calculated automatically)
- (6) Type of repayment (quarterly or monthly)
- (7) Term of the loan in months

In our example, we are now finished with the entries and can look at the profit and loss account (and liquidity planning),

4.3 Income statement

For a "quick look", we collapse all rows using the outline symbol [1] and only show the months in the columns using the outline symbol [2].

				S	W	AA	AE	AI	AM	AQ	AU	AY	AZ
Gross-net calculator													
Sales Tax				6.63%									
Gross				150.00									
Net				140.67									
Profit and loss statement				2025 April 04 2025	2025 May 05 2025	2025 June 06 2025	2025 July 07 2025	2025 August 08 2025	2025 September 09 2025	2025 October 10 2025	2025 November 11 2025	2025 December 12 2025	2025
Revenue				Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Total USD
+ Sales/Revenues				28,134.50	28,134.50	28,134.50	28,134.50	28,134.50	28,134.50	28,134.50	28,134.50	28,134.50	253,211
+ Other Revenue				—	—	—	—	—	—	—	—	—	—
1. Total revenue				28,134.50	28,134.50	28,134.50	28,134.50	28,134.50	28,134.50	28,134.50	28,134.50	28,134.50	253,211
- Cost of Sales/External Services				Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Total USD
- Purchase of Goods				3,850.00	3,850.00	3,850.00	3,850.00	3,850.00	3,850.00	3,850.00	3,850.00	3,850.00	34,650
- External Services				2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	20,250
2. Total cost of sales/external services				6,100.00	6,100.00	6,100.00	6,100.00	6,100.00	6,100.00	6,100.00	6,100.00	6,100.00	54,900
3. Gross profit/gross margin				22,034.50	22,034.50	22,034.50	22,034.50	22,034.50	22,034.50	22,034.50	22,034.50	22,034.50	198,311
- Expenses													
- Operating costs				6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	58,500
- Personnel costs				14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	126,000
- Interest				—	—	—	—	—	—	—	—	—	1,168.65
- Depreciation				—	—	—	—	—	—	833.33	833.33	833.33	2,500
4. Total expenses				20,500.00	20,500.00	20,500.00	20,500.00	20,500.00	20,500.00	21,333.33	21,333.33	22,501.98	188,169
5. Profit/loss before taxes				1,934.50	1,934.50	1,934.50	1,934.50	1,934.50	1,934.50	701.17	701.17	-467.48	10,142
- Franchise Tax				—	—	—	—	—	—	—	—	—	—
- Corporate Income Tax				304.26	—	304.26	—	—	304.26	—	—	304.26	1,217
6. Profit after taxes				1,230.24	1,934.50	1,230.24	1,934.50	1,934.50	1,230.24	701.17	701.17	-771.74	8,925

The taxes shown in lines 259 and 260 are calculated automatically. In line 262, we then see the operating result after taxes. For the year 2025, this results in an overall positive operating result.

We can now also summarize the result at annual level by hiding all monthly columns using the outline symbol [1]. This allows us to quickly see the annual development of the operating result after tax.

[illegible]

In the years 2026 - 2031, the profit after tax in our example will be between USD 80 thousand and USD 82 thousand.

4.4 Liquidity forecast

In addition to the income statement, the liquidity forecast is an important financial planning tool. The liquidity forecast allows financial bottlenecks to be identified at an early stage at monthly level, e.g. due to delayed payments and increased operating costs in individual months.

The main parameter for the liquidity forecast is the monthly sales distribution. Here you can specify the months in which customer payments are made from the time the service is provided (month 1). These are entered in the "Financial planning" worksheet in lines 304 - 308.

In our example, we assume that 10% of customers pay immediately (customers in their own outlet), 50% pay in the following month and a further 40% only one month later. If the figures here do not add up to 100%, the background turns red as a warning.

	Sales distribution in %
Month 1	10%
Month 2	50%
Month 3	40%
Month 4	0%
Month 5	0%

All other required information is taken directly from the planning sheet.
The liquidity forecast for the year 2025 is shown below for our example:

	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	2025
	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Amount USD	Total USD
Liquid funds										
Bank balance	--	51,096	42,309	44,285	45,820	47,354	48,585	150,119	146,892	
Net incoming payments										
Cash/bank	75,000	--	--	--	--	--	--	--	--	75,000
from incoming receivables	2,813	16,881	28,135	28,135	28,135	28,135	28,135	28,135	28,135	216,636
Sales Tax receipts	187	1,119	1,865	1,865	1,865	1,865	1,865	1,865	1,865	14,363
Funds from loan	--	--	--	--	--	--	100,000	--	--	100,000
Other	--	--	--	--	--	--	--	--	--	--
Start-up grant	--	--	--	--	--	--	--	--	--	--
Total incoming payments	78,000	18,000	30,000	30,000	30,000	30,000	130,000	30,000	30,000	405,999
Outgoing payments (net)										
Purchase of goods	3,850	3,850	3,850	3,850	3,850	3,850	3,850	3,850	3,850	34,650
Third-party services	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	20,250
Sales Tax payable to tax office	--	187	1,119	1,865	1,865	1,865	1,865	1,865	1,865	12,498
Operating costs	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	58,500
Investments	--	--	--	--	--	--	--	--	--	--
Total personnel costs	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	126,000
Franchise Tax	--	--	--	--	--	--	--	--	--	--
Corporate Income Tax	304	--	304	--	--	304	--	--	304	1,217
Interest incl. current account	--	--	--	--	--	--	--	--	1,169	1,169
Repayments	--	--	--	--	--	--	--	4,762	--	4,762
Other	--	--	--	--	--	--	--	--	--	--
Private withdrawals	--	--	--	--	--	--	--	--	--	--
Total payments	26,904	26,787	28,023	28,465	28,465	28,770	28,465	33,227	29,938	259,045
Over-/underfunding / month	51,096	-8,787	1,976	1,535	1,535	1,230	101,535	-3,227	62	146,953
Over-/underfunding accumulated	51,096	42,309	44,285	45,820	47,354	48,585	150,119	146,892	146,953	146,953

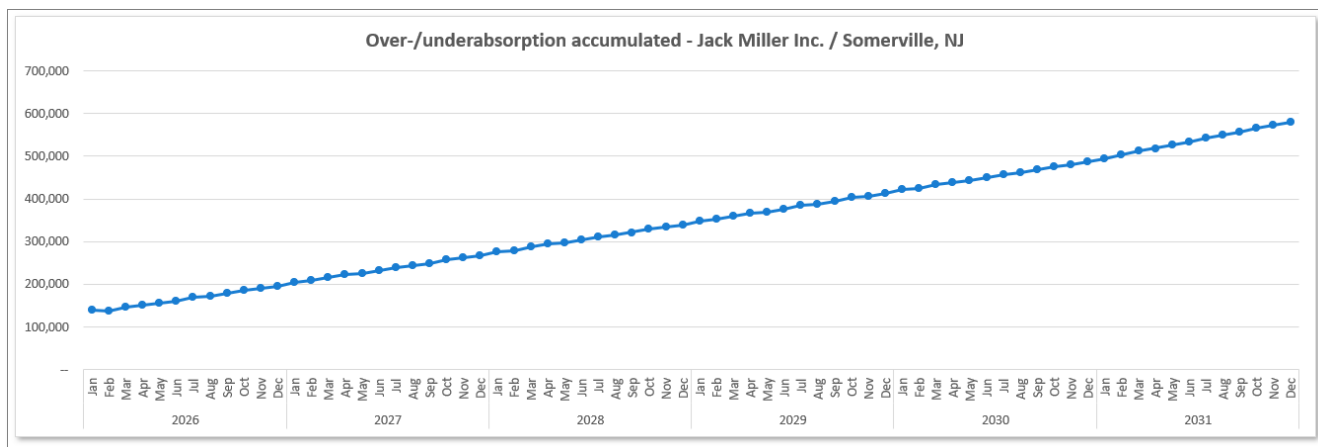
In our example, there is a shortfall or only a slightly positive operating result in some months. However, this is not a problem, as the shortfall is only the result of delayed payments for goods sold. The cumulative shortfall/surplus is always positive in our example.

If the months are hidden, an annual overview of the liquidity forecast is also possible:

	2025	2026	2027	2028	2029	2030	2031
	Total USD	Total USD	Total USD	Total USD	Total USD	Total USD	Total USD
Liquid funds							
Bank balance							
Net incoming payments							
Cash/bank	75,000	--	--	--	--	--	--
from incoming receivables	216,636	525,763	548,622	548,622	548,622	548,622	548,622
Sales Tax receipts	14,363	34,858	36,374	36,374	36,374	36,374	36,374
Funds from loan	100,000	--	--	--	--	--	--
Other	--	--	--	--	--	--	--
Start-up grant	--	--	--	--	--	--	--
Total incoming payments	405,999	560,621	584,996	584,996	584,996	584,996	584,996
Outgoing payments (net)							
Purchase of goods	34,650	62,400	62,400	62,400	62,400	62,400	62,400
Third-party services	20,250	37,800	37,800	37,800	37,800	37,800	37,800
Sales Tax payable to tax office	12,498	33,692	36,374	36,374	36,374	36,374	36,374
Operating costs	58,500	78,000	78,000	78,000	78,000	78,000	78,000
Investments	--	--	--	--	--	--	--
Total personnel costs	126,000	268,800	268,800	268,800	268,800	268,800	268,800
Franchise Tax	--	--	--	--	--	--	--
Corporate Income Tax	1,217	7,878	7,959	8,041	8,122	8,204	8,246
Interest incl. current account	1,169	4,090	3,186	2,281	1,376	471	--
Repayments	4,762	19,048	19,048	19,048	19,048	19,048	--
Other	--	--	--	--	--	--	--
Private withdrawals	--	--	--	--	--	--	--
Total payments	259,045	511,708	513,566	512,743	511,919	511,096	491,620
Over-/underfunding / month	146,953	48,913	71,430	72,253	73,076	73,900	93,376
Over-/underfunding accumulated	146,953	195,866	267,296	339,549	412,625	486,525	579,901

In our example, this results in a cumulative surplus or operating result of around USD 580 thousand in the years 2025 - 2031.

A graphical representation of the cumulative surplus or shortfall can be found in the "Graph" worksheet:



Note: In the **standard version**, you must update the graphic manually after changing the data. To do this, select the "Update all" menu item in the "Data" menu under Windows. In the **Premium version**, this is done automatically due to the VBA support.

5 Planning scenarios

With **HHR FinancialPlan US** you can also work with planning scenarios.

5.1 Scenarios in financial planning

In financial planning and analysis, "base case", "best case" and "worst case" scenarios are used to evaluate the possible financial results of a company or project under different assumptions and conditions.

These scenarios help to identify risks and support decision-making. By comparing these scenarios, companies can better understand the range of possible financial outcomes and the associated risks. This supports informed decision making and planning. Companies can develop strategies and plans to prepare for different eventualities. This includes creating reserves, planning cost reductions or adjusting investment plans.

5.1.1 Base case (base scenario)

The "base case" or base scenario represents the most realistic estimate of future financial performance based on currently available data and assumptions. It takes into account the most likely expectations with regard to sales, costs, market conditions and other relevant factors.

It serves as the starting point for financial planning and budgeting and is the reference scenario against which the other scenarios ("best case" and "worst case") are compared.

The base case is based on historical data, market analyses, current business strategies and reasonable expectations regarding future developments.

5.1.2 Best Case

The best-case scenario represents the most optimistic assessment of financial performance, based on particularly favorable assumptions and conditions. Here it is assumed that everything will turn out better than expected.

This scenario helps to identify the maximum potential of a project or company and serves as motivation and a target.

The "best case" includes assumptions such as higher sales, lower costs, favorable market conditions, more successful product launches and greater efficiency. It takes into account positive influences and assumptions that are rather rare in the normal course of business.

5.1.3 Worst Case

The worst-case scenario represents the most pessimistic assessment of financial performance, based on particularly unfavorable assumptions and conditions. Here, it is assumed that everything will turn out worse than expected.

This scenario is used to assess and mitigate risks. It helps companies to prepare for potential challenges and financial difficulties and to develop contingency plans.

It includes assumptions such as lower sales, higher costs, unfavorable market conditions, delays in product launches and lower efficiency. It takes into account negative influences and assumptions that are rare in the normal course of business.

5.2 Planning scenarios" worksheet

To support the planning scenarios, there is the corresponding worksheet "Planning scenarios" (we use the example "XYZ"):

[illegible]

In columns B and C, you can enter the percentage changes in the worst case and best case compared to the base case. Typically, revenues are lower and/or costs are higher in the worst case compared to the base case. The opposite is true for the best case.

The "worst case" scenario in our example is as follows:

1	2	A	E	P	Q	R	S	T	U	V	Y
1											
2											
3			License valid until								
4											
5			Amounts without Sales Tax in USD								
6			Date of establishment:								
7			Profit and loss statement	"Worst Case" - Scenario							
8			Year	2025	2026	2027	2028	2029	2030	2031	Σ 2025-2031
9			Earnings								
10			+ Sales/Revenues	202,568	438,898	438,898	438,898	438,898	438,898	438,898	2,835,954
11			+ Other earnings	--	--	--	--	--	--	--	--
12			1. Total earnings	202,568	438,898	438,898	438,898	438,898	438,898	438,898	2,835,954
13											
14			- Cost of Sales/third-party Services								
15			- Purchase of Goods	41,580	74,880	74,880	74,880	74,880	74,880	74,880	490,860
16			- third-party Services	24,300	45,360	45,360	45,360	45,360	45,360	45,360	296,460
17			2. Total cost of sales/third-party services	65,880	120,240	120,240	120,240	120,240	120,240	120,240	787,320
18											
19			3. Gross profit/gross margin	136,688	318,658	318,658	318,658	318,658	318,658	318,658	2,048,634
20											
21			- Expenses								
22			Operating costs	70,200	93,600	93,600	93,600	93,600	93,600	93,600	631,800
30			- Personnel costs	151,200	322,560	322,560	322,560	322,560	322,560	322,560	2,086,560
31			- Interest	1,169	4,090	3,186	2,281	1,376	471	--	12,572
32			- Depreciation	2,500	10,000	10,000	10,000	10,000	10,000	10,000	62,500
33			4. Total expenses	225,069	430,250	429,346	428,441	427,536	426,631	426,160	2,793,432
34											
35			5. Profit/loss before taxes	-88,380	-111,593	-110,688	-109,783	-108,878	-107,974	-107,502	-744,798
36											
37			- Franchise Tax	--	--	--	--	--	--	--	--
38			- Corporate Income Tax	--	--	--	--	--	--	--	--
39											
40			6. Profit after taxes	-88,380	-111,593	-110,688	-109,783	-108,878	-107,974	-107,502	-744,798
41											

Next, we show the "best-case" scenario:

1	2	A	E	Z	AA	AB	AC	AD	AE	AF	AG
1											
2											
3			License valid until								
4											
5			Amounts without Sales Tax in USD								
6			Date of establishment:								
7			Profit and loss statement	"Best Case" - Scenario							
8			Year	2025	2026	2027	2028	2029	2030	2031	Σ 2025-2029
9			Earnings								
10			+ Sales/Revenues	303,853	658,346	658,346	658,346	658,346	658,346	658,346	2,937,238
11			+ Other earnings	--	--	--	--	--	--	--	--
12			1. Total earnings	303,853	658,346	658,346	658,346	658,346	658,346	658,346	2,937,238
13											
14			- Cost of Sales/third-party Services								
15			- Purchase of Goods	27,720	49,920	49,920	49,920	49,920	49,920	49,920	227,400
16			- third-party Services	16,200	30,240	30,240	30,240	30,240	30,240	30,240	137,160
17			2. Total cost of sales/third-party services	43,920	80,160	80,160	80,160	80,160	80,160	80,160	364,560
18											
19			3. Gross profit/gross margin	259,933	578,186	578,186	578,186	578,186	578,186	578,186	2,572,678
20											
21			- Expenses								
22			Operating costs	46,800	62,400	62,400	62,400	62,400	62,400	62,400	296,400
30			- Personnel costs	100,800	215,040	215,040	215,040	215,040	215,040	215,040	960,960
31			- Interest	1,169	4,090	3,186	2,281	1,376	471	--	12,101
32			- Depreciation	2,500	10,000	10,000	10,000	10,000	10,000	10,000	42,500
33			4. Total expenses	151,269	291,530	290,626	289,721	288,816	287,911	287,440	1,311,961
34											
35			5. Profit/loss before taxes	108,664	286,656	287,561	288,466	289,370	290,275	290,746	1,260,717
36											
37			- Franchise Tax	9,780	25,799	25,880	25,962	26,043	26,125	26,167	113,465
38			- Corporate Income Tax	9,780	25,799	25,880	25,962	26,043	26,125	26,167	113,465
39											
40			6. Profit after taxes	89,104	235,058	235,800	236,542	237,284	238,026	238,412	1,033,788
41											

6 Epilogue

As you can see from the two case studies, the **HHR FinancialPlan US** is a very powerful and flexible tool for the financial planning of your company, regardless of its type.

We wish you lots of success and fun with your planning activities.

Your planning experts at **Start-up-Assist HHR UG** (haftungsbeschränkt)
Reinhard Hahn & Holger Gasau