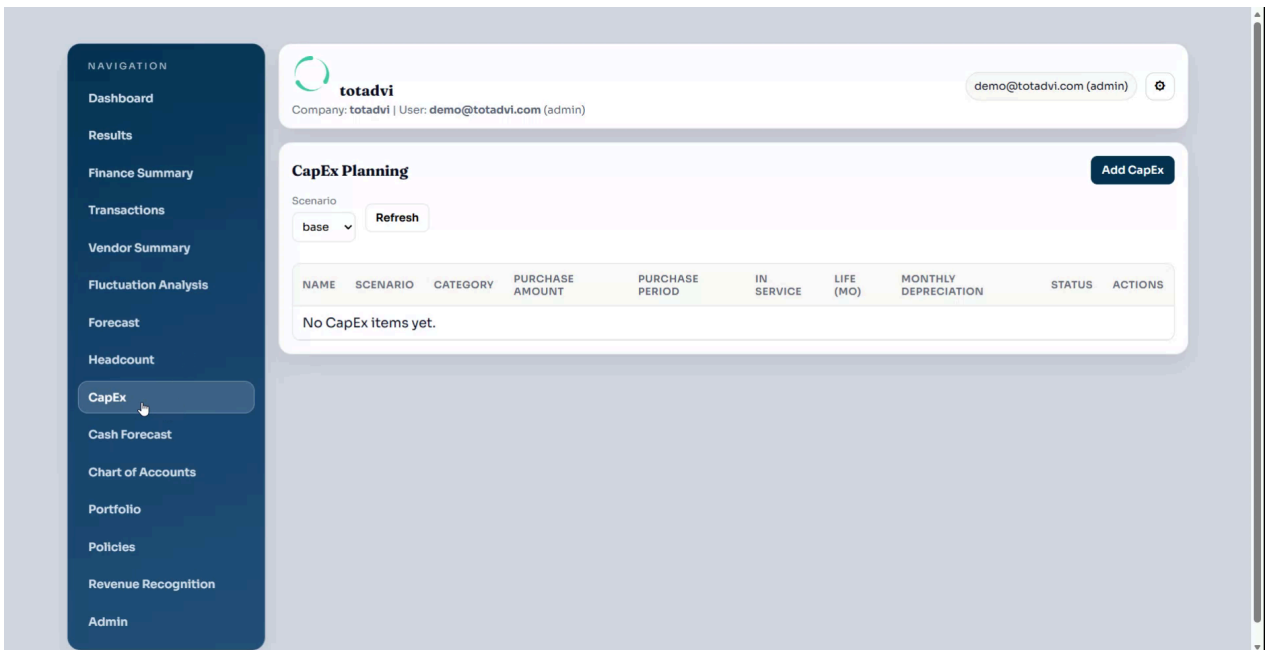


Capital Expenditure and Headcount Planning in the Forecasting Tool

This document outlines how to add a new capital expenditure (CapEx) asset and a new headcount role and then verify that both are reflected in the forecasting tab as monthly expenses.

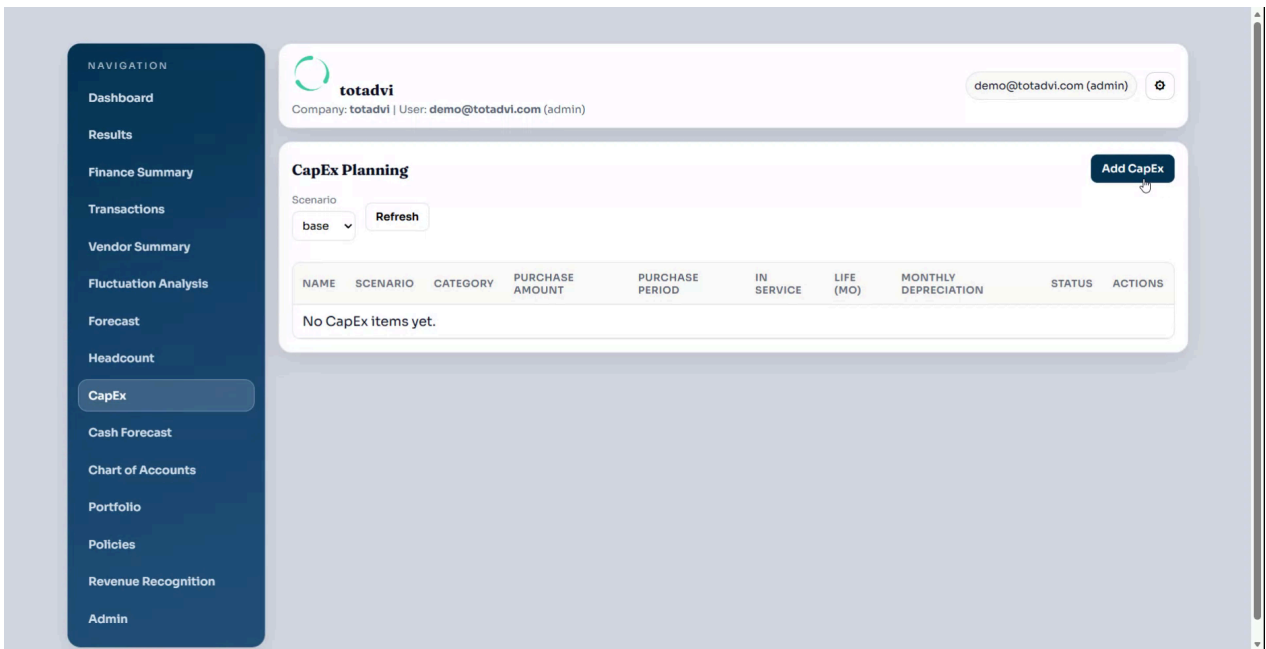
Step 1: Navigate to the CapEx Tab

Go to the **CapEx** tab in the application to begin setting up a new capital expenditure entry.

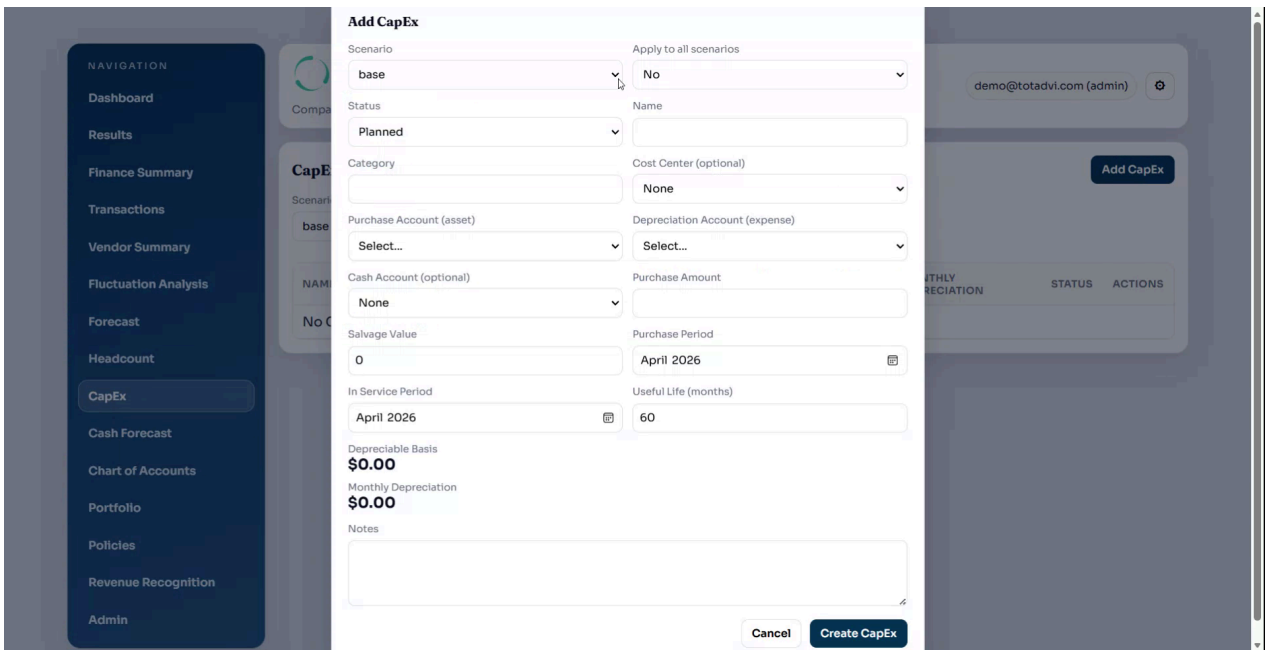


Step 2: Add a New CapEx Entry

Within the CapEx tab, add a new CapEx item.



You can choose how to apply this CapEx - **all scenarios** or across scenarios—by **base, best,** or **worst case**.



Step 3: Define the Asset

Fill in the information available to clearly identify the expenditure in the future

Step 4: Configure Asset and Depreciation Accounts

Add the appropriate accounts for this asset:

- Add an **asset account** for the purchase (e.g., vehicles).
- Select the **depreciation expense** account (The expense will automatically be reflected in your forecast for this account)

Step 5: Enter Purchase Details and Create the CapEx

Enter the specific details of the purchase:

- Purchase price: **\$35,000**
- Salvage value: **\$10,000**
- Purchase date: **April**

- In-service date: **May**
- Useful life: **60 months**

Add CapEx

Scenario: worst | Apply to all scenarios: Yes

Status: Approved | Name: car

Category: | Cost Center (optional): None

Purchase Account (asset): 11865 - vehicles | Depreciation Account (expense): 41115 - Overhead

Cash Account (optional): None | Purchase Amount: |

Salvage Value: 0 | Purchase Period: April 2026

In Service Period: April 2026 | Useful Life (months): 60

Depreciable Basis: **\$0.00**

Monthly Depreciation: **\$0.00**

Notes:

Buttons: Cancel, Create CapEx

The system will calculate and display the **monthly depreciation** at the bottom. Review these details, then create the CapEx entry.

Add CapEx

Scenario: worst | Apply to all scenarios: Yes

Status: Approved | Name: car

Category: | Cost Center (optional): None

Purchase Account (asset): 11865 - vehicles | Depreciation Account (expense): 41115 - Overhead

Cash Account (optional): None | Purchase Amount: 35000

Salvage Value: 10000 | Purchase Period: April 2026

In Service Period: May 2026 | Useful Life (months): 60

Depreciable Basis: **\$25,000.00**

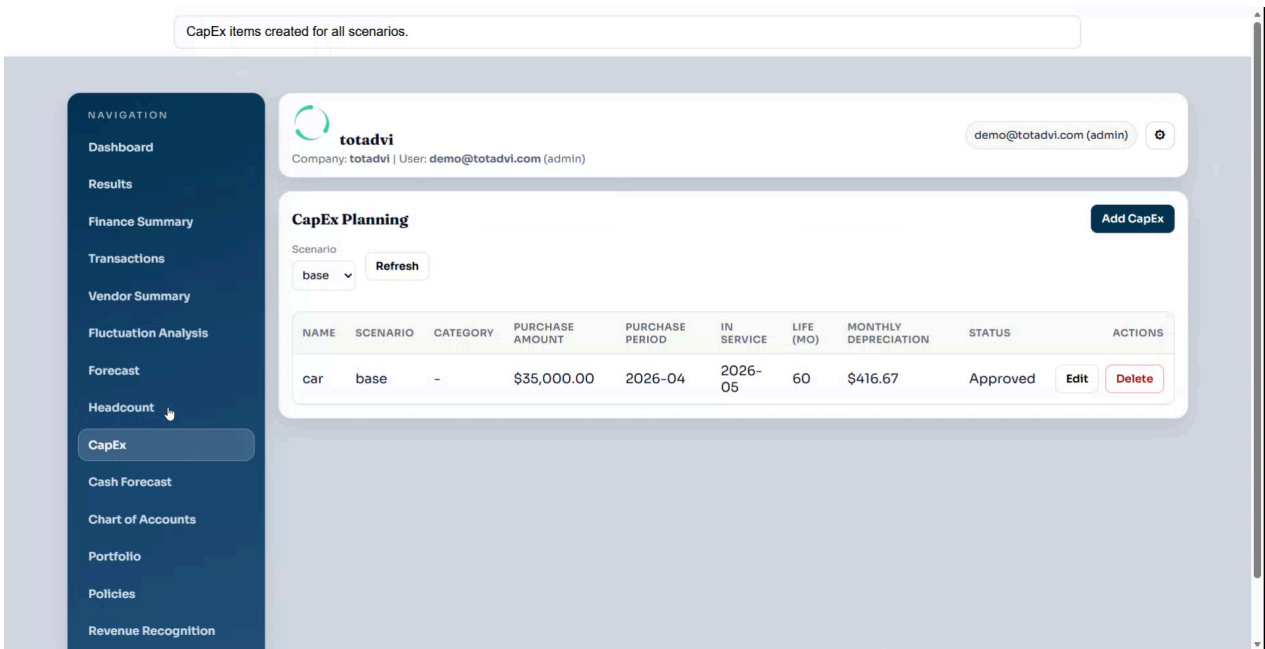
Monthly Depreciation: **\$416.67**

Notes:

Buttons: Cancel, Create CapEx

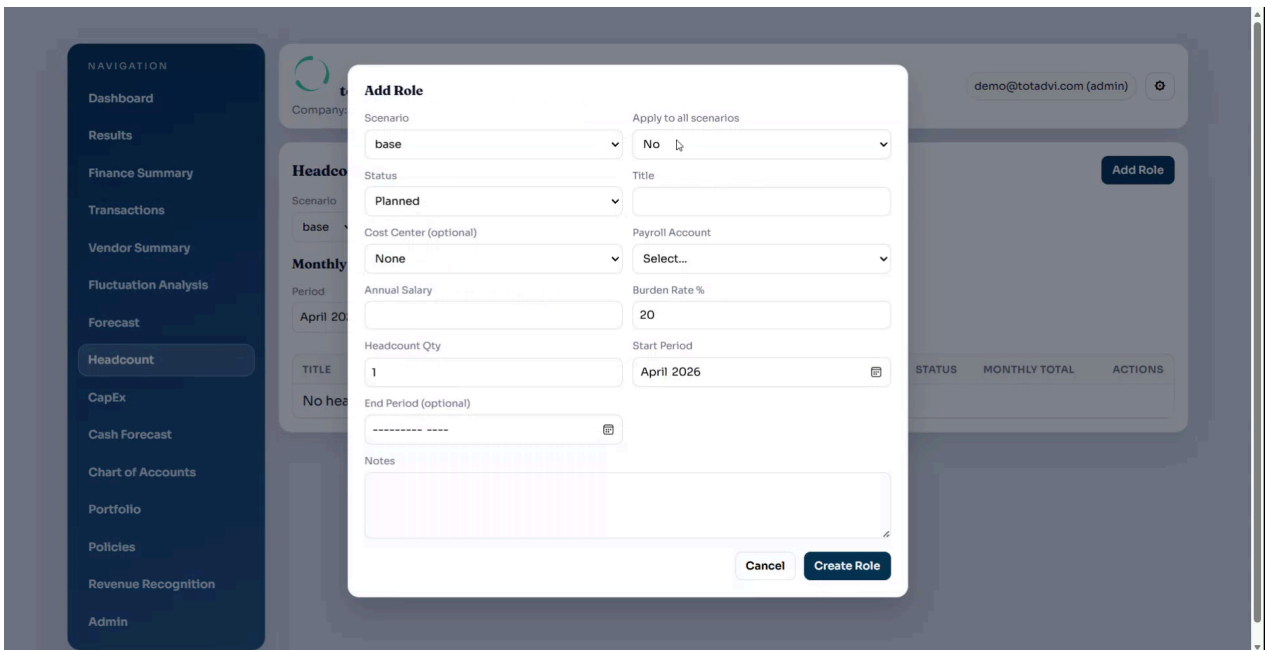
Step 6: Navigate to the Headcount Section

Next, go to the **Headcount** section to add a new role following a similar process.



Step 7: Add a New Role

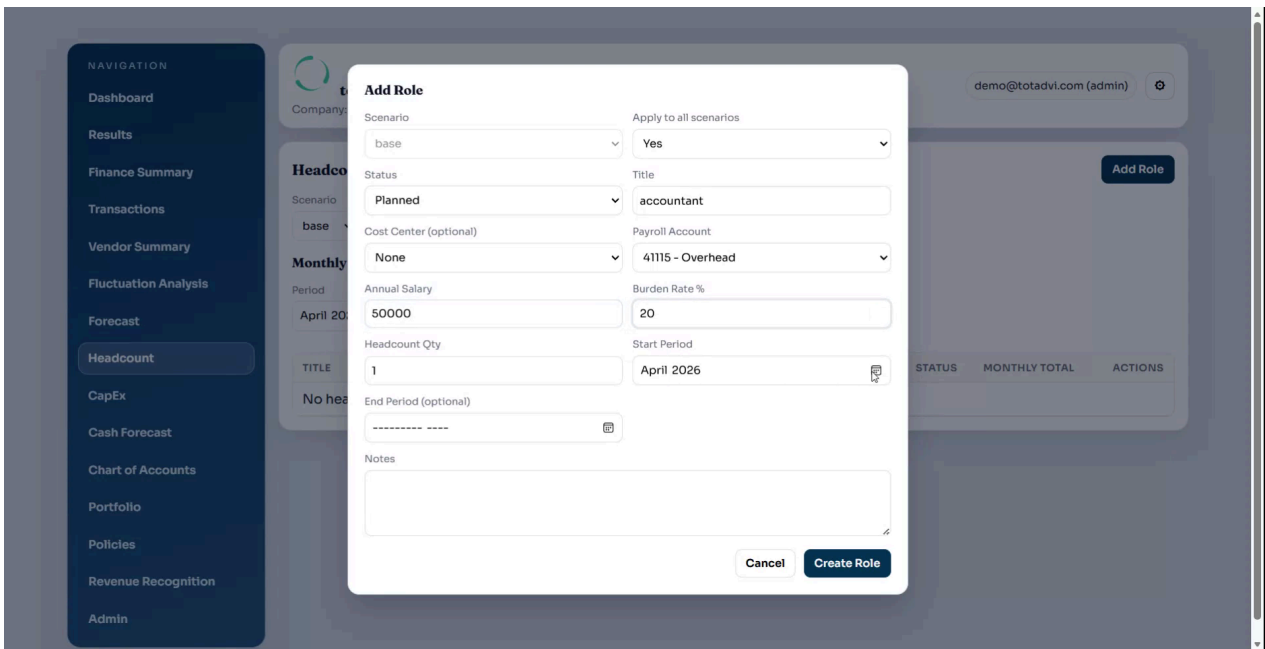
Add a new headcount role. Apply to **specific scenarios** or **all scenarios**



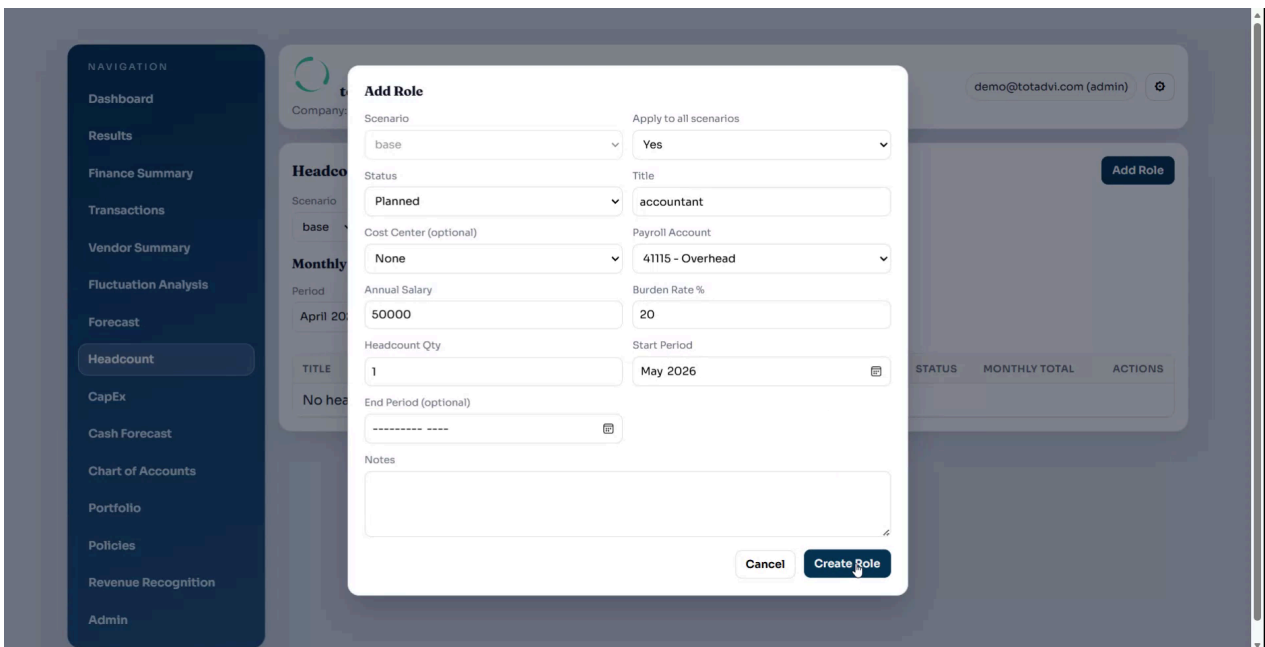
Step 8: Define Role Details and Compensation

Specify the details of the role:

- Role title: **Accountant**
- Add a **payroll account**
- Annual salary: **\$50,000**
- Burden rate: **20%**
- Starting period: **May 2026**



After entering these details, create the role.



Step 9: CapEx and Headcount in the Forecasting Tab

Navigate to the **Forecasting** tab to confirm the impact of the new CapEx and headcount entries.

Go to the **depreciation account** (Capex) and **payroll account** (Headcount) within the forecasting view.

Forecast (Actuals locked, future months forecast)

Account (P&L only): 5000 — Cost of Goods Sold | Scenario: Base | Cost Centers: Enable Cost Centers | From: April 2026 | To: October 2026

Forecast Totals - Revenue / COGS / Expenses (blended actual + forecast)

LINE ITEM	2026-04	2026-05	2026-06	2026-07	2026-08	2026-09	2026-10	TOTAL
Revenue	-899,794.00	-805,794.00	0.00	0.00	0.00	0.00	0.00	-1,705,588.00
COGS	321,067.00	321,067.00	5,416.67	5,416.67	5,416.67	5,416.67	5,416.67	669,217.35
Gross Margin	-1,220,861.00	-1,126,861.00	-5,416.67	-5,416.67	-5,416.67	-5,416.67	-5,416.67	-2,374,805.35
Expenses	326,315.00	180,315.00	0.00	0.00	0.00	0.00	0.00	506,630.00
Net Operating	-1,547,176.00	-1,307,176.00	-5,416.67	-5,416.67	-5,416.67	-5,416.67	-5,416.67	-2,881,435.35

Verify that:

- The **CapEx** appears as monthly depreciation expense.
- The **headcount** appears as monthly payroll expense.

These items should be automatically included in the respective account's monthly expenses.

Seed from Actuals

From actuals month: April 2026 | Method: Copy actuals | Seed start: May 2026 | Seed end: October 2026

Advanced Forecasting

Forecast Grid — Account x Vendor by month (actuals locked)

VENDOR CODE	VENDOR NAME	ACTIONS	2026-04	2026-05	2026-06	2026-07	2026-08	2026-09
6658	Staples	Actions...	59,772.00	59,772.00	0	0	0	0
HEADCOUNT	Headcount	Actions...	0.00	5,000.00	5000	5000	5000	5000
CAPEX	CapEx	Actions...	0.00	416.67	416.67	416.67	416.67	416.67
NO_VENDOR	No Vendor	Actions...	0.00	0.00	0	0	0	0
Column Totals			59,772.00	65,188.67	5,416.67	5,416.67	5,416.67	5,416.67