

Forecaster Name Sue Madden

Date 12/6/2023

Enter your numbers into the grey boxes below in this table, they will automatically populate in your forecast at the bottom

Number of service advisors	7
# of working days in Month	22
# of working weeks in Month	4
Effective Labor Rate	\$158
Service Department Gross Profit Year To Date - line 2	\$4,556,349
Service Department Sales Revenue Year to Date - line 1	\$5,833,443
Statement month - ie May = 5 November = 11	10
Profit Goal	\$150,000
Service Department Expense YTD	\$3,012,728

Only enter data in the yellow cells. The password to unlock the white formula cells is nada. If you change the date in these cells your results may not be correct.

Do not enter anything in this box below. These calculations will appear when you have your data filled in the box above

Service Department Hours and Sales Revenue Forecast Calculation Details	Example with Class Case Study #'s	Your Monthly Forecast	Your Annual Forecast
Total service department gross YTD	\$1,858,725	\$455,635	\$5,467,619
Total service department sales YTD	÷ \$2,693,804	\$583,344	\$7,000,132
Service department gross retention %	= 69%	78.1%	78.1%
Total service department expense YTD	\$1,579,916	\$3,012,728	\$36,152,736
Statement month	÷ 11	10	12
Average-month service department expenses	= \$143,629	\$301,273	\$301,273
Monthly operating profit forecast	+ \$38,500	\$150,000	\$1,800,000
Adjusted coverage required	= \$182,129	\$451,273	\$2,101,273
Service department gross retention %	÷ 69%	78.1%	78.1%
Service department sales needed per month to achieve forecast	= \$263,955	\$577,760	\$2,690,236
Effective labor rate	÷ \$91.87	\$158.00	\$158.00
Total Service Department HOURS			
Hours needed per month to achieve forecast	2873	3657	43880
Hours needed per week to achieve forecast	718	914	
Hours needed per day to achieve forecast	111	166	
Service Advisor HOURS			
Hours needed by service advisor per month	718	522	6269
Hours needed by service advisor per week	180	131	
Hours needed by service advisor per day	28	24	
Total Service Department SALES REVENUE			
Sales needed per month to achieve forecast	\$263,955	\$577,760	\$6,933,115
Sales needed per week to achieve forecast	\$65,989	\$144,440	
Sales needed per day to achieve forecast	\$10,152	\$26,262	
Service Advisor SALES Revenue			
Sales needed by Service Advisor per Month	\$65,989	\$82,537	\$990,445
Sales needed by Service Advisor per week	\$16,497	\$20,634	
Sales needed by Service Advisor per day	\$2,538	\$3,752	

Forecaster Name _____

Date _____

Enter your numbers into the grey boxes below in this table, they will automatically populate in your forecast at the bottom	
Number of parts consultants(including Parts Mgr)	
# of working days in Month	
# of working weeks in Month	
Parts Department Gross Profit Year To Date - line 2	
Parts Department Sales Revenue Year to Date - line 1	
Statement month - ie May = 5 November = 11	
Profit Goal	
Parts Department Expense YTD	

Only enter data in the yellow cells. The password to unlock the white formula cells is nada. If you change the date in these cells your results may not be correct.

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Parts Department Hours and Sales Revenue Forecast Calculation Details	Example with Class Case Study #'s	Your Monthly Forecast	Your Annual Forecast
Total parts department gross YTD	\$801,416	\$0	#DIV/0!
Total parts department sales YTD	÷ \$2,165,989	\$0	#DIV/0!
Parts department gross retention %	= 37.0%		
Total parts department expense YTD	\$657,161	\$0	#DIV/0!
Statement month	÷ 11	0	12
Average-month parts department expenses	= \$59,741.91		
Monthly operating profit forecast	+ \$20,000	\$0	\$0
Adjusted coverage required	= \$79,742		
Parts department gross retention %	÷ 37.0%		
Service department sales needed per month to achieve forecast	= \$215,519		
Total Parts Department SALES REVENUE			
Sales needed per month to achieve forecast	\$215,519		
Sales needed per week to achieve forecast	\$53,880		
Sales needed per day to achieve forecast	\$8,289		
Parts Consultant SALES Revenue			
Sales needed by Parts Consultant per Month	\$71,840		
Sales needed by Parts Consultant per week	\$17,960		
Sales needed by Parts Consultant per day	\$2,763		