

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 service advisors	
# of working days in Month	
# of working weeks in Month	
Effective Labor Rate	
Service Department Gross Profit Year To Date - line 2	
Service Department Sales Revenue Year to Date - line 1	
Statement month - ie May = 5 November = 11	
Profit Goal	
Service 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.

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	\$0	\$0
Total service department sales YTD	÷ \$2,693,804	\$0	\$0
Service department gross retention %	= 69%		
Total service department expense YTD	\$1,579,916	\$0	\$0
Statement month	÷ 11	0	12
Average-month service department expenses	= \$143,629		
Monthly operating profit forecast	+ \$38,500	\$0	\$0
Adjusted coverage required	= \$182,129		
Service department gross retention %	÷ 69%		
Service department sales needed per month to achieve forecast	= \$263,955		
Effective labor rate	÷ \$91.87	\$0.00	\$0.00
Total Service Department HOURS			
Hours needed per month to achieve forecast	2873		
Hours needed per week to achieve forecast	718		
Hours needed per day to achieve forecast	111		
Service Advisor HOURS			
Hours needed by service advisor per month	718		
Hours needed by service advisor per week	180		
Hours needed by service advisor per day	28		
Total Service Department SALES REVENUE			
Sales needed per month to achieve forecast	\$263,955		
Sales needed per week to achieve forecast	\$65,989		
Sales needed per day to achieve forecast	\$10,152		
Service Advisor SALES Revenue			
Sales needed by Service Advisor per Month	\$65,988.66		
Sales needed by Service Advisor per week	\$16,497		
Sales needed by Service Advisor per day	\$2,538		

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)	6
# of working days in Month	22
# of working weeks in Month	5
Parts Department Gross Profit Year To Date - line 2	\$1,745,439
Parts Department Sales Revenue Year to Date - line 1	\$5,475,134
Statement month - ie May = 5 November = 11	9
Profit Goal	\$57,000
Parts Department Expense YTD	\$1,278,839

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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	\$1,745,439	\$2,327,252
Total parts department sales YTD	÷ \$2,165,989	\$5,475,134	\$7,300,179
Parts department gross retention %	= 37.0%	31.9%	31.9%
Total parts department expense YTD	\$657,161	\$1,278,839	\$1,705,119
Statement month	÷ 11	9	12
Average-month parts department expenses	= \$59,741.91	\$142,093	\$142,093
Monthly operating profit forecast	+ \$20,000	\$57,000	\$684,000
Adjusted coverage required	= \$79,742	\$199,093	\$826,093
Parts department gross retention %	÷ 37.0%	31.9%	31.9%
Service department sales needed per month to achieve forecast	= \$215,519	\$624,520	\$2,591,309
Total Parts Department SALES REVENUE			
Sales needed per month to achieve forecast	\$215,519	\$624,520	\$7,494,243
Sales needed per week to achieve forecast	\$53,880	\$124,904	
Sales needed per day to achieve forecast	\$8,289	\$28,387	
Parts Consultant SALES Revenue			
Sales needed by Parts Consultant per Month	\$71,840	\$104,087	\$1,249,041
Sales needed by Parts Consultant per week	\$17,960	\$26,022	
Sales needed by Parts Consultant per day	\$2,763	\$4,731	