

ValuSource Software Quickstart Content Installation

Use the link below to download the installation file. Run the file and follow the prompts that appear on your screen.

www.valusource.com/support/download-valuation-software/
and click on the download software button.

Please Note:

Your web browser may ask if you want to run or save the file. If you choose to save the file, you will need to run it after the download is finished. If you don't know where your browser saved the file, try checking your browser's download settings.

Enable Run As Administrator

Depending on your system settings, you may need to run the application with administrator privileges. We recommend doing so to avoid any problems.

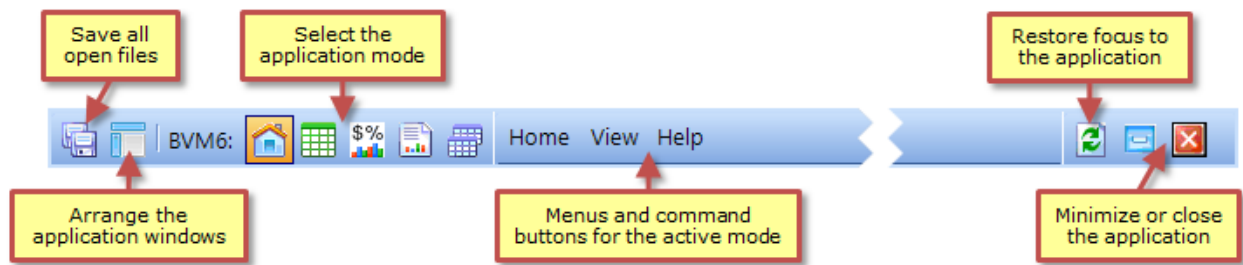
1. From the Windows Desktop, right click on the program icon. Windows will open the shortcut context menu.
2. Select "Properties" from the context menu. Windows will open the Properties dialog box.
3. Click on the Compatibility tab.
4. Fill the checkbox labeled "Run this program as an administrator".
5. Click on the OK button.

Logging In

To use the software you must login. If you don't remember your password, the login screen provides a link for recovering it. If you don't have an account, the login screen provides the number to call to contact ValuSource (800.825.8763).

NEW: Desktop Toolbar

The latest versions of our valuation applications (Business Valuation Manager Pro, Express Business Valuation, and ValuSource Pro) place a toolbar at the top of the Windows Desktop. This toolbar provides the top-level access to the application's windows and functions.



NEW: More Dynamic Integration with Microsoft Office

Our valuation applications now work more dynamically with Microsoft Office. Before, Excel and Word appeared within the valuation applications. You used a single window that contained both the valuation application's features and the relevant features from Excel or Word. In the latest software, Excel and Word open in separate windows that can be moved and sized independently of the "host" application.

By default, Excel and Word fill your screen below the [Desktop Toolbar](#) and to the right of the Navigator. Here's an example with Excel displaying the balance sheets:

	12/31/00	3/31/01	6/30/01	9/30/01	12/31/01	3/31/02	6/30/02	9/30/02	12/31/02
Assets									
Invested Assets									
Total Invested Assets - Net	2	2	2	2	2	2	2	2	2
Other Non-Current Assets									
Other Assets	35,000	80,000	40,000	45,000	45,000	45,000	80,000	40,000	45,000
New Operating Assets	35,000	80,000	80,000	110,000	70,000	70,000	110,000	40,000	70,000
Total Other Non-Current Assets	70,000	160,000	120,000	155,000	115,000	115,000	150,000	80,000	115,000
Total Assets	1,300,000	1,880,000	2,210,000	2,805,000	3,890,000	3,890,000	4,090,000	3,170,000	3,210,000
Liabilities and Equity									
Current Liabilities									
Accounts Payable	45,000	35,000	60,000	75,000	40,000	45,000	75,000	50,000	60,000
Short Term Notes Payable	25,000	25,000	18,000	17,000	18,000	18,000	18,000	25,000	25,000
Current Portion - LTD	12,000	14,000	18,000	18,000	20,000	22,000	20,000	18,000	18,000
Other Current Liabilities	44,000	45,000	32,000	72,000	70,000	80,000	77,000	50,000	57,000
Total Current Liabilities	126,000	119,000	128,000	180,000	138,000	145,000	190,000	143,000	160,000
Long Term Debt									
Note 1	700,000	800,000	1,110,000	1,200,000	1,370,000	1,370,000	1,370,000	1,400,000	1,110,000
Note 2	700,000	800,000	1,110,000	1,200,000	1,370,000	1,370,000	1,370,000	1,400,000	1,110,000
Total Long Term Debt	1,400,000	1,600,000	2,220,000	2,400,000	2,740,000	2,740,000	2,740,000	2,800,000	2,220,000
Other Non-Current Liabilities									
Deferred Income Taxes	21,000	22,000	20,000	27,000	30,000	30,000	27,000	23,000	22,000
Deferred Income Taxes	35,000	30,000	22,000	30,000	24,000	24,000	30,000	20,000	20,000
New Operating Liabilities	12,000	11,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Total Other Non-Current Liabilities	68,000	63,000	54,000	69,000	66,000	66,000	69,000	55,000	54,000
Total Liabilities	1,734,000	1,882,000	2,302,000	2,879,000	3,814,000	3,814,000	3,909,000	3,118,000	3,134,000
Equity									
Common Stock	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Add'l Paid-in Capital	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Retained Earnings	470,000	880,000	810,000	825,000	890,000	890,000	890,000	890,000	810,000
Total Equity	870,000	898,000	908,000	926,000	1,076,000	1,076,000	1,181,000	1,052,000	1,076,000
Total Liabilities and Equity	3,604,000	3,780,000	4,210,000	4,805,000	4,890,000	4,890,000	5,090,000	4,170,000	4,210,000

This new level of flexibility, which allows you to position Excel or Word as you see fit, gives you greater control over your work. But it also makes it possible to hide the Office windows behind other applications. We have therefore provided the following features for quickly arranging the valuation application and the Office windows that it controls:

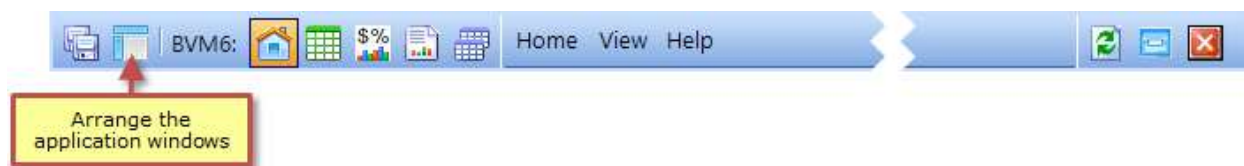
Restoring Focus

If you're working with other applications, and need to restore focus to the valuation application, click on the Refresh button at the right end of the Desktop Toolbar.



Arranging the Application Windows

The View Menu contains three commands for arranging the application's windows. The best way to understand what these commands do is to experiment with them. You can access the Arrange Windows - Full command from the Desktop Toolbar:

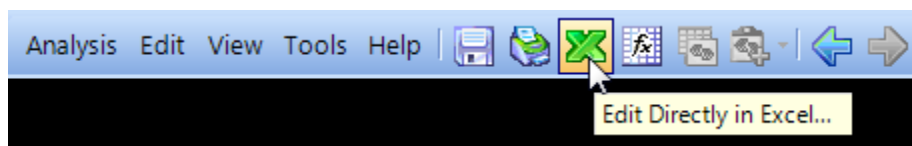


A Word of Caution on the Microsoft Office Ribbon

When you're working on workbooks or reports, the Microsoft Office Ribbon is visible within the new valuation applications. We do not recommend using the Ribbon in this context. Please use the valuation application's commands instead. For example, when you need to print your valuation workbook, use the valuation application's buttons and menu commands instead of the Excel Ribbon.

Editing the Workbook in Standalone Excel

If you want to edit the valuation workbook using all of Excel's native features, including the Ribbon, click on the Edit Directly in Excel button:



Value Calculation: Equity vs. Enterprise

We would like to clarify the effect of the Value Calculation setting in the Project Assumptions. By default this option is set to "Equity" and should normally remain that way. Selecting "Enterprise" changes the discount rate pages to multiples and eliminates the most common benefits streams. Some of our users have been equating the results obtained using the "Enterprise" setting with the market value of invested capital (MVIC). The two are not equivalent. The "Enterprise" results are cash free and debt free.

Working with Multiple Displays

If you're using multiple displays, and want to move your valuation application to another monitor, select **View | Dock to Next Screen**. The Desktop Toolbar will move from the screen where it currently appears to the next monitor in your display order. If your application windows don't also move to that display, or are no longer arranged in a useful way, try using one of the commands mentioned above for arranging the application windows.

Web Help

Help for all of our applications is now on the web:

- [Business Valuation Manager Pro Help](#)
- [Express Business Valuation Help](#)
- [ValuSource Pro Help](#)
- [Valuation Databases Help](#)