

Dates

The Dates section allows you to specify general reporting dates.

Field	Description	Notes
Begin Date	<p>Use Global Setting (Default): Uses the global settings to determine the Begin Date.</p> <p>Enter Date: Type a date in the field to the right.</p> <p>Analysis Start: Starts the report on the Analysis Start date.</p>	
End Date	<p>Use Global Setting (Default): Uses the global settings to determine the End Date.</p> <p>Enter Date: Type a date in the field to the right.</p> <p>Analysis End: Ends the report on the Analysis End date.</p>	<p>This field allows you to indicate the date on which reporting is to end. To enter a specific date, choose Enter Date and enter the date in the field to the right.</p> <p>If you want reporting to end on the analysis end date, leave the default, Analysis End, selected in this field.</p>
Report Year End	<p>Use Global Setting (Default): Uses the global settings to determine the Report Year End.</p> <p>Enter Report Y/E: Enter a month (1-12) in the next field.</p> <p>Same as Property Y/E: Report year ends on the month that is 12 months from the Analysis Begin Date.</p>	<p>For example, when Analysis Begin Date is set to June 2018, the Report Year End month is May when using Same as Property Y/E.</p>

Report Options

The Report Options section allows you to specify reporting options.

Field	Description	Notes
Use Lease Execution Date	<p>Yes: Occupancy is calculated for the leased space (size and percentage) based on the lease execution date. If the lease execution date has not been entered for a tenant, the lease start date will be used instead.</p> <p>No (Default): Occupancy is determined by the lease start date.</p>	<p>This field allows you to indicate whether or not space based on the lease execution date should be used to calculate occupancy.</p>

Report For	<p>Individual Area Measure: Enables the various individual area measures for selection in the Include field.</p> <p>All Units: Disables the Include field and provides information on all units in the property.</p> <p>Individual Unit: Enables the units created in the Property Units grid for selection.</p>	
Includes	<p>Select an area measure type to display on the report:</p> <p>Custom Area Measures: Custom areas are created in the Area Measures tab.</p> <p>Building Total</p> <p>Office Total</p> <p>Retail Total</p> <p>Industrial Total</p> <p>Storage Total</p> <p>Alternate Building Total</p> <p>Unit Areas</p> <p>Unit Occupancy Total: Units are created in the Property Units tab.</p>	

See Also: Report Options: Global
Audit Reports

Report Options: Lease Audit

Navigation: Property Editor>Reports>Audit Reports>Lease Audit>Ribbon>Report tab>Report Options

Report Options Tabs: Global and Local

The Global tab on the Report Options window allows you to change report settings globally. This tab is available regardless of the currently displayed report. The options that are available for specific reports depend upon the report that is currently displayed. For example, when the Property Summary is displayed, the Property Summary tab is available on the Report Options window; when the Cash Flow report is displayed, the Cash Flow tab is available.

The screenshot shows the 'Report Options' dialog box in ARGUS Enterprise. The 'Global' tab is selected. The dialog is divided into two main sections: 'Dates' and 'Printing Format'. The 'Dates' section includes 'Begin Date' (set to 'Use Global Setting' with a dropdown showing 'Jan/2018'), 'End Date' (set to 'Use Global Setting' with a dropdown showing 'Dec/2026'), and 'Report Year End' (set to 'Use Global Setting' with a dropdown showing '12'). The 'Printing Format' section includes 'Print Interval' (set to 'Use Global Setting'), 'Annual Print Interval Begins' (set to 'Use Global Setting' with a dropdown showing '1'), 'Print Periods and/or Dates' (set to 'Use Global Setting'), 'Linked to Tenure' (set to 'Property'), 'Tenants to Include' (set to 'Use Global Setting' with a 'Select Tenants' button), 'Sections to Include' (set to 'All Sections' with a 'Select Sections' button), 'Sort Order' (set to 'Use Global Setting'), 'Print Suite Number' (set to 'Yes'), 'Print Lease Dates' (set to 'No'), 'Print Report Begin Occupied Area' (set to 'No'), 'Print Account Number' (set to 'Use Global Setting'), and 'Print Amounts per Area Column' (set to 'Use Global Setting'). At the bottom, there is a lightbulb icon with the text 'This is the dialog where one sets the parameters to run the report' and 'OK' and 'Cancel' buttons.

Report Options		
<div>Global Lease Audit</div>		
Dates		
Begin Date	Use Global Setting	Jan/2018
End Date	Use Global Setting	Dec/2026
Report Year End	Use Global Setting	12
Printing Format		
Print Interval	Use Global Setting	
Annual Print Interval Begins	Use Global Setting	1
Print Periods and/or Dates	Use Global Setting	
Linked to Tenure	Property	
Tenants to Include	Use Global Setting	Select Tenants
Sections to Include	All Sections	Select Sections
Sort Order	Use Global Setting	
Print Suite Number	Yes	
Print Lease Dates	No	
Print Report Begin Occupied Area	No	
Print Account Number	Use Global Setting	
Print Amounts per Area Column	Use Global Setting	

This is the dialog where one sets the parameters to run the report

OK Cancel

Dates

The Dates section allows you to specify general reporting dates.

Field	Description	Notes
Begin Date	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Enter Date: Type a date in the field to the right.</p> <p>Analysis Start: Starts the report on the Analysis Start date.</p>	
End Date	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Enter Date: Type a date in the field to the right.</p> <p>Analysis End: Ends the report on the Analysis End date.</p>	
Report Year End	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Enter Report Y/E: Type a month (1-12) in the next field.</p> <p>Same as Property Y/E: Report year ends on the month that is 12 months from the Analysis Begin Date.</p>	For example, when Analysis Begin Date is set to June 2018, the Report Year End month is May when using Same as Property Y/E .

Printing Format

The Printing Format section allows you to specify which information is to be included on reports.

Field	Description	Notes
Print Interval	<p>Select the frequency period to display:</p> <p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Monthly: Displays data in monthly intervals.</p> <p>Quarterly: Displays data in quarterly intervals.</p>	

	<p>Semi-Annually: Displays data in semi-annual intervals.</p> <p>Annually: Displays data in yearly intervals.</p>	
Annual Print Interval Begins	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Enter Years: Type the number of years in the field to the right. The print interval reverts to yearly after the specified number of years.</p> <p>N/A: Disables the adjacent field.</p>	
Print Periods and/or Dates	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab. Displays periods/dates according to global settings.</p> <p>Both: Displays periods and dates in the header.</p> <p>Dates only: Displays only dates in the header.</p> <p>Periods only: Displays only periods in the header.</p>	
Tenants to Include	<p>Use Global Setting (Default): Displays periods/dates according to global settings.</p> <p>All Tenants: Includes all tenants in the report.</p> <p>Select Tenants: Click the Select Tenants hyperlink to specify tenants to include.</p>	
Linked to Tenure	<p>The default selection is Property.</p> <p>Custom Ground Leases: You can select Ground Lease profiles after you create them in the Ground Lease tab.</p>	See Also: Ground Leases
Sections to Include	<p>All Sections (Default): Includes all report section in the report.</p>	

	<p>Select Sections: Click the Select Sections hyperlink to specify sections to include.</p>	
Sort Order	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Screen Order: Sorts data by screen order.</p> <p>Screen Order Descending: Sorts data by screen order in descending order.</p> <p>Suite Number (numerical): Sorts data by suite number.</p> <p>Suite Number Descending: Sorts data by suite number in descending order.</p> <p>Tenant Name: Sorts data by tenant name in alphabetical order.</p> <p>Tenant Name Descending: Sorts data by tenant name in reverse alphabetical order.</p>	
Print Suite Number	<p>Use Global Setting: Applies the selection from the Global Report Options tab.</p> <p>Yes (Default): Displays the suite number.</p> <p>No: Does not display the suite number.</p>	
Print Lease Dates	<p>No (Default): Does not display the lease dates.</p> <p>Lease Start and Lease End Date: Displays the lease start dates and the lease end dates.</p> <p>Lease Start Date: Displays the lease start dates.</p> <p>Lease End Date: Displays the lease end dates.</p>	
Print Report Begin Occupied Area	<p>Yes: Displays the occupied area.</p> <p>No (Default): Does not display the occupied area.</p>	<p>Examples: SF for square footage or SM for square meters.</p>

Print Account Number	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Yes: Displays the account number.</p> <p>No: Does not display the account number.</p>	
Print Amounts per Area Column	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Yes: Displays the amounts/area.</p> <p>No: Does not display the amounts/area.</p>	
Amount or Rate per Area	<p>Select the format to view data:</p> <ul style="list-style-type: none"> • Use Global Setting: View data on the report according to the option selected in the Global Setting tab. • Amounts: View data as amounts. • Rates: View data as currency/area rates. 	
Print Annual Totals	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Yes: Displays the annual totals.</p> <p>No: Does not display the annual totals.</p>	
Print Final Total	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Yes: Displays the final total.</p> <p>No: Does not display the final total.</p>	
Print Row if Amounts are All Zero	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Yes: Includes rows with all zero amounts in the report.</p>	

	No: Excludes rows with all zero amounts from the report.	
Recovery Results Format	<p>In Total / By Tenant (Default): Shows recovery results by total then by tenant.</p> <p>By Tenant / By Recovery Method: Shows recovery results by tenant then by recovery method.</p> <p>By Tenant / By Recovery Account: Shows recovery results by tenant then by recovery account number.</p> <p>By Recovery Method / By Tenant: Shows recovery results by recovery method then by tenant.</p> <p>By Recovery Account / By Tenant: Shows recovery results by recovery account number then by tenant.</p>	
Print Lease ID	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Yes: Displays the lease ID.</p> <p>No: Does not display the lease ID.</p>	
Percentage Rent Results Format	<p>In Total / By Tenant (Default): Shows percentage rent by total then by tenant.</p> <p>By Tenant / By Tenant Sales Category: Shows percentage rent by tenant then by tenant sales category.</p> <p>By Tenant Sales Category / By Tenant: Shows percentage rent by tenant sales category then by tenant.</p>	
Miscellaneous Rent Format	<p>In Total/By Tenant (Default): Shows miscellaneous rent format by total then by tenant.</p> <p>By Tenant/By Account: Shows miscellaneous rent by tenant name then by account</p>	

	<p>number. Entries with account numbers are consolidated by number. Entries without account numbers are consolidated by name.</p> <p>By Account/By Tenant: Shows miscellaneous rent by account number then by tenant.</p>	
Incentives Format	<p>In Total/By Tenant (Default): Shows incentives format by total then by tenant.</p> <p>By Tenant/By Account: Shows incentives format by tenant name then by account number.</p> <p>By Account/By Tenant: Shows incentives by account number then by tenant name. Entries with account numbers will be consolidated by them. Entries without account numbers will be consolidated by Name.</p>	
Applied Revenues and Expenses Format	<p>In Total/By Tenant (Default): Shows applied revenues and expenses by total then by tenant.</p> <p>By Tenant/By Account: Shows applied revenues and expenses by tenant name then by account number.</p> <p>By Account/By Tenant: Shows applied revenues and expenses by account number then by tenant. Entries with account numbers will be consolidated by them. Entries without account numbers will be consolidated by Name.</p>	

See Also: Report Options: Global
Audit Reports

Report Options: Percentage Rent Audit

Navigation: Property Editor>Reports>Audit Reports>Percentage Rent Audit>Ribbon>Report tab>Report Options

Report Options Tabs: Global and Local

The Global tab on the Report Options window allows you to change report settings globally. This tab is available regardless of the currently displayed report. The options that are available for specific reports depend upon the report that is currently displayed. For example, when the Property Summary is displayed, the Property Summary tab is available on the Report Options window; when the Cash Flow report is displayed, the Cash Flow tab is available.

The screenshot shows the 'Report Options' dialog box in ARGUS Enterprise. The 'Global' tab is selected, and the 'Percentage Rent Audit' report is chosen. The dialog is divided into two main sections: 'Dates' and 'Printing Format'. The 'Dates' section includes 'Begin Date' (Analysis Start, Jul/2014) and 'End Date' (Analysis End, Jun/2035). The 'Printing Format' section includes various settings: 'Print Interval' (Use Global Setting), 'Annual Print Interval Begins' (Use Global Setting, 1), 'Print Periods and/or Dates' (Use Global Setting), 'Select Tenant for Report' (Retail 1), 'Lease Periods to Include' (Use Global Setting), 'Print Amounts per Area Column' (Use Global Setting), 'Amount or Rate per Area' (Use Global Setting), 'Print Final Total' (Use Global Setting), and 'Activate Expansion Sections' (Yes). A lightbulb icon and a note at the bottom state: 'This is the dialog where one sets the parameters to run the report'. 'OK' and 'Cancel' buttons are at the bottom right.

Formats

Report Format

Select the report format you want to use in the report. Choose from the following:

- **Standard:** Report will format data by the standard settings.
- **Detail:** Report will format data by the detail settings.

Dates

Begin Date

Select the begin date you want to use for the report. Choose from the following:

- **Use Global Setting:** Use the global setting for the begin date.
- **Enter Date:** Use the date you enter for the begin date.
- **Analysis Start:** Use the analysis start for the begin date.

End Date

Select the end date you want to use for the report. Choose from the following:

- **Use Global Setting:** Use the global setting for the end date.
- **Enter Date:** Use the date you enter for the end date.
- **Analysis Start:** Use the analysis start for the end date.

Printing Format

Print Interval

Select the print interval for the report. Choose from:

- **Use Global Setting:** Include data in intervals according to the global setting.
- **Monthly:** Include data in monthly intervals.
- **Quarterly:** Include data in quarterly intervals.
- **Semi-Annually:** Include data in semi-annual intervals.
- **Annually:** If you select this option, the Include data in annual intervals.

Annual Print Interval Begins

Indicate when the annual print interval is to begin. Choose from the following:

- **Use Global Setting:** Use the global setting to determine the annual print interval begins date.
- **Enter Years:** Use the enter date to determine the annual print interval begins date.
- **N/A:** Report will leave this field blank.

Select Tenant for Report

Select the tenant you want to include on the report.

Lease Periods to Include

Choose the lease periods you want to include on the report. Choose from the following:

- **Use Global Setting:** Include lease period data according to the global settings.
- **All Lease Periods:** If you select the this option, the Include lease period data by all lease periods.
- **Base and Options:** Include lease period data by base and options.
- **Market Only:** Include lease period data by market only.

Print Amounts per Area Column

Indicate whether you want to include amounts per area in the report Choose from:

- **Use Global Setting:** Use the global settings to include amounts per area.

- **Yes:** Include amounts per area.
- **No:** Will not include amounts per area.

Amount or Rate per Area

Select the format to view data:

- **Use Global Setting:** View data on the report according to the option selected in the Global Setting tab.
- **Amounts:** View data as amounts.
- **Rates:** View data as currency/area rates.

Print Final Total

Indicate whether you want to include the final total. Choose from the following:

- **Use Global Setting:** Include the final total according to the global setting.
- **Yes:** Include the final total.
- **No:** Will not include the final total.

Activate Expansion Sections

Indicate whether you want to activate expansion sections. Choose from the following:

- Yes
- No

See Also: Report Options: Global
Audit Reports

Report Options: Recovery Audit

Navigation: Property Editor>Reports>Audit Reports>Recovery Audit>Ribbon>Report tab>Report Options

Report Options Tabs: Global and Local

The Global tab on the Report Options window allows you to change report settings globally. This tab is available regardless of the currently displayed report. The options that are available for specific reports depend upon the report that is currently displayed. For example, when the Property Summary is displayed, the Property Summary tab is available on the Report Options window; when the Cash Flow report is displayed, the Cash Flow tab is available.

The screenshot shows the 'Report Options' dialog box in ARGUS Enterprise. The 'Global' tab is selected. The dialog is divided into two main sections: 'Dates' and 'Printing Format'. The 'Dates' section includes 'Begin Date' and 'End Date', both set to 'Use Global Setting' with dropdown arrows. The 'Printing Format' section includes various settings: 'Print Interval' (Use Global Setting), 'Annual Print Interval Begins' (Use Global Setting, with a value of 1), 'Print Periods and/or Dates' (Use Global Setting), 'Tenants to Include' (Use Global Setting, with a 'Select Tenants' button), 'Lease Statuses to Include' (All Lease Statuses), 'Include Market Lease Periods' (Yes), 'Sort Order' (Use Global Setting), 'Print Amounts per Area Column' (Use Global Setting), 'Amount or Rate per Area' (Use Global Setting), and 'Print Annual Totals' (Use Global Setting). At the bottom, there is a lightbulb icon with the text 'This is the dialog where one sets the parameters to run the report' and 'OK' and 'Close' buttons.

Dates

The Dates section allows you to specify general reporting dates.

Begin Date

This field allows you to indicate the date on which reporting is to begin. To enter a specific date, choose [Enter Date](#) and enter the date in the field to the right. If you want reporting to begin on the analysis start date, choose [Analysis Start](#). If you want to use the global settings, leave the default, [Use Global Setting](#), selected in this field.

End Date

This field allows you to indicate the date on which reporting is to end. To enter a specific date, choose [Enter Date](#) and enter the date in the field to the right. If you want reporting to end on the analysis end date, choose [Analysis End](#). If you want to use the global settings, leave the default, [Use Global Setting](#), selected in this field.

Printing Format

The Printing Format section allows the Print Interval, Annual Print Interval Begins, Select Tenant for Report, Lease Statuses to Include, Include Market Lease Periods, Sort Order, Print Amounts per Area, Print Final Total, Show Header, Include Recoverable Expenses Detail, and Activate Expansion Sections information to be selected for this report.

Print Interval

Select the print interval you want to use in the report. You may choose from the following options:

- **Use Global Setting:** Include data according to global settings.
- **Monthly:** Include data in monthly intervals.
- **Quarterly:** Include data in quarterly intervals.
- **Semi-Annually:** Include data in semi-annual intervals.
- **Annually:** If you select this option, the Include data in annual intervals.

Annual Print Interval Begins

If you want to specify a number of years until an annual print interval begins, select [Enter Years](#) and enter the number of years in the field to the right. The print interval will revert to yearly after the specified number of years. If you want to use the global settings, leave the default, [Use Global Setting](#), selected in this field. If you enter a print interval, it will revert to yearly after the specified number of years.

Print Periods and/or Dates

Select a display option in the pick list:

- **Use Global Setting:** Displays periods/dates according to global settings.
- **Both:** Displays periods and dates in the header.
- **Dates only:** Displays only dates in the header.
- **Periods only:** Displays only periods in the header.

Tenants to Include

Select the tenant(s) you want to include on this report :

- **Use Global Setting**
- **All Tenants**
- **Select Tenants:** Activates the [Select Tenants](#) hyperlink. Click to launch a **Select Tenants popup** of tenants to include.

Lease Statuses to Include

Select the lease statuses you want to include in the report. You may choose from the following options:

- **All Lease Statuses:** Include data for all lease statuses.
- **Contract Only:** Include only data for leases under contract.
- **Contract & Speculative Only:** Report will include data for leases under contract and speculative leases.
- **Option Only:** Include data for leases in the option period.
- **Speculative Only:** Include data for speculative leases only.

Include Market Lease Periods

Select either [Yes](#) or [No](#) in this field to indicate whether market lease periods are to be included on the report.

Sort Order

Choose the sort order for reports. You may choose from the following options:

- **Use Global Setting:** If you select this option, the Sort data by the global settings.
- **Screen Order:** If you select this option, the Sort data by screen order.
- **Screen Order Descending:** If you select this option, the report will sort data in descending order.
- **Suite Number:** If you select this option, the Sort data by suite number.
- **Suite Number Descending:** If you select this option, the report will sort data by suite number in descending order.
- **Tenant Name:** If you select this option, the Sort data by tenant name.
- **Tenant Name Descending:** If you select this option, the report will sort data by tenant name in descending order.

Print Amounts per Area Column

Select either [Yes](#) or [No](#) in this field to indicate whether rates per unit area are to be included on the report. If you want to use the global settings, leave the default, [Use Global Setting](#), selected in this field.

Amount or Rate per Area

Select the format to view data:

- **Use Global Setting:** View data on the report according to the option selected in the Global Setting tab.
- **Amounts:** View data as amounts.
- **Rates:** View data as currency/area rates.

Print Annual Totals

Select either [Yes](#) or [No](#) in this field to indicate whether annual totals are to be included on the report. If you want to use the global settings, leave the default, [Use Global Setting](#), selected in this field.

Print Final Total

Select either [Yes](#) or [No](#) in this field to indicate whether final totals are to be included on the report. If you want to use the global settings, leave the default, [Use Global Setting](#), selected in this field.

Show Header

Select either **Yes** or **No** in this field to indicate whether headers are to be included on the report.

Activate Expansion Sections

Select either **Yes** or **No** in this field to indicate whether the activated expansion sections are to be included on the report.

Print Lease ID

Select either **Yes** or **No** in this field to indicate whether you want to print Lease IDs.

Level of Detail

Select the level of detail you want to include on the report. You may choose from the following:

- **Aggregate All:** Include headers and hide accounts and details.
- **Show Recoverable Amounts:** Include recoverable amounts.
- **Show Accounts:** Include accounts and details.
- **Show All:** Include headers, accounts, and details.

See Also: Report Options: Global
Audit Reports

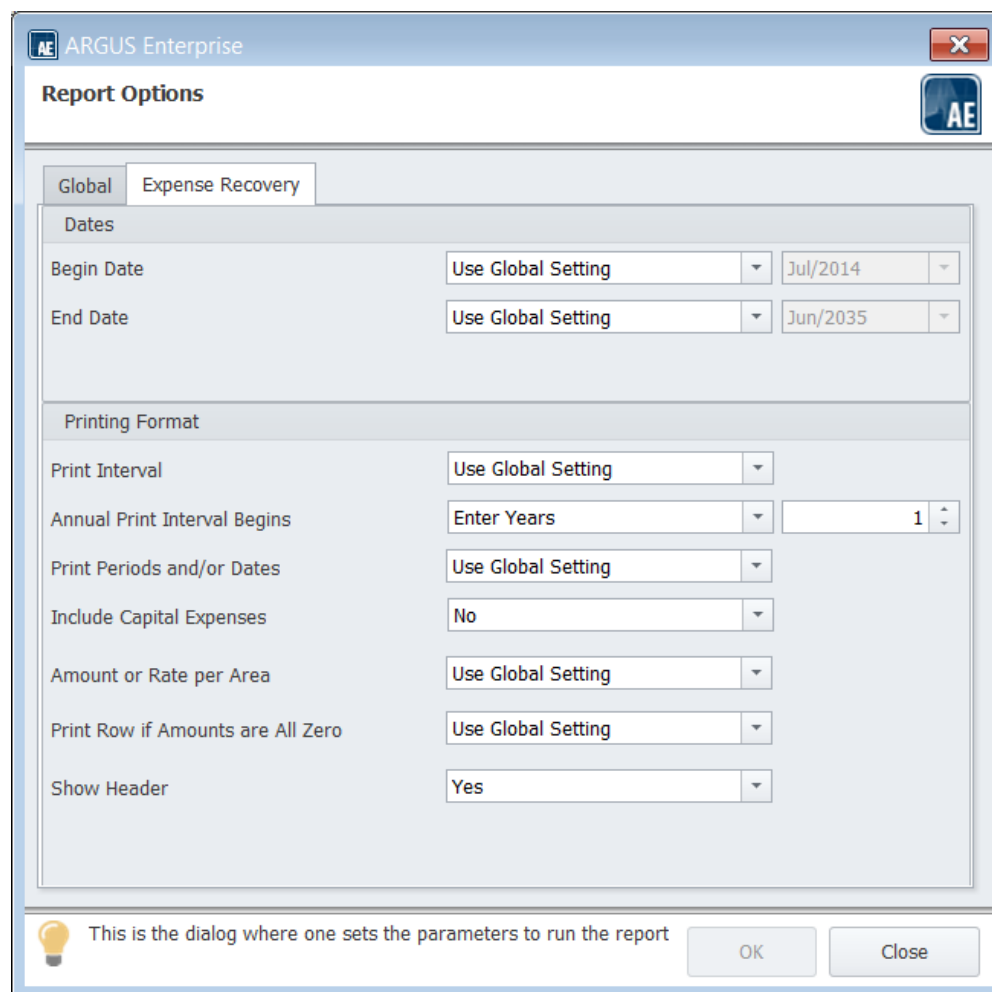
Report Options: Expense Recovery

Navigation: Property Editor>Reports>Audit Reports>Expense Recovery>Ribbon>Report tab>Report Options

Report Options Tabs: Global and Local

The Global tab on the Report Options window allows you to change report settings globally. This tab is available regardless of the currently displayed report. The options that are available for specific reports depend upon the report that is currently displayed. For example, when the Property Summary is displayed, the Property Summary tab is available on the Report Options window; when the Occupancy report is displayed, the Occupancy tab is available.

See Also: Report Options: Global



The screenshot shows the 'Report Options' dialog box in ARGUS Enterprise. The 'Global' tab is selected. The dialog is divided into two main sections: 'Dates' and 'Printing Format'.

Dates Section:

- Begin Date:** Use Global Setting (dropdown), Jul/2014 (calendar icon)
- End Date:** Use Global Setting (dropdown), Jun/2035 (calendar icon)

Printing Format Section:

- Print Interval:** Use Global Setting (dropdown)
- Annual Print Interval Begins:** Enter Years (dropdown), 1 (spinner)
- Print Periods and/or Dates:** Use Global Setting (dropdown)
- Include Capital Expenses:** No (dropdown)
- Amount or Rate per Area:** Use Global Setting (dropdown)
- Print Row if Amounts are All Zero:** Use Global Setting (dropdown)
- Show Header:** Yes (dropdown)

At the bottom, there is a lightbulb icon with the text: 'This is the dialog where one sets the parameters to run the report'. To the right of this text are 'OK' and 'Close' buttons.

Dates

The Dates section allows you to specify general reporting dates.

Field	Description	Notes
Begin Date	<p>Use Global Setting (Default): Report begins on the date selected in the Global Report Options tab.</p> <p>Enter Date: Type a date in the field to the right.</p> <p>Analysis Start: Report begins on the analysis start date.</p>	
End Date	<p>Use Global Setting (Default): Report ends on the date selected in the Global Report Options tab.</p> <p>Enter Date: Type a date in the field to the right.</p> <p>Analysis Start: Report begins on the analysis end date.</p>	

Printing Format

The Printing Format section allows you to specify which information is to be included on reports.

Field	Description	Notes
Print Interval	<p>Use Global Setting (Default): Displays frequency based on the selection in the Report Options Global tab.</p> <p>Monthly: Includes data in monthly intervals.</p> <p>Quarterly: Includes data in quarterly intervals.</p> <p>Semi-Annually: Includes data in semi-annual intervals.</p> <p>Annually: Includes data in yearly intervals.</p>	
Annual Print Interval Begins	<p>Use Global Setting (Default): Uses the annual print interval begin date based on the selection in the Report Options Global tab.</p> <p>Enter Years: Type the number of years in the field to the right to specify a number of years until an annual print interval begins. The print interval reverts to yearly after the specified number of years.</p>	

	N/A: Displays based on the current print interval without changing to yearly.	
Print Periods and/or Dates	<p>Use Global Setting (Default): Displays periods/dates based on the selection in the Report Options Global tab.</p> <p>Both: Displays periods and dates in the header.</p> <p>Dates only: Displays only dates in the header.</p> <p>Periods only: Displays only periods in the header.</p>	
Include Capital Expenses	<p>Yes: Includes capital expenses in the report.</p> <p>No (Default): Excludes capital expenses from the report.</p>	
Amount or Rate per Area	<p>Select the format to view data:</p> <ul style="list-style-type: none"> • Use Global Setting: View data on the report according to the option selected in the Global Setting tab. • Amounts: View data as amounts. • Rates: View data as currency/area rates. 	
Print Row if Amounts are all Zero	<p>Use Global Setting (Default): Displays rows containing all zeros based on the selection in the Report Options Global tab.</p> <p>Yes: Includes rows containing only zeros on the report.</p> <p>No: Excludes rows containing only zeros from the report.</p>	
Show Header	<p>Yes (Default): Includes headers in the report.</p> <p>No: Hides headers in the report.</p>	

See Also: Audit Reports

Report Options: Income by Rent Review

Navigation: Property Editor>Reports>Audit Reports>Income by Rent Review>Ribbon>Report tab>Report Options

Report Options Tabs: Global and Local

The Global tab on the Report Options window allows you to change report settings globally. This tab is available regardless of the currently displayed report. The options that are available for specific reports depend upon the report that is currently displayed. For example, when the Property Summary is displayed, the Property Summary tab is available on the Report Options window; when the Cash Flow report is displayed, the Cash Flow tab is available.

The screenshot shows the 'Report Options' dialog box in ARGUS Enterprise. The 'Global' tab is selected, and the 'Income by Rent Review' report is chosen. The dialog contains several settings, most of which are set to 'Use Global Setting'. The 'Report Year End' is set to 12. The 'Tenants to Include' is set to 'All Tenants', with a 'Select Tenants' button next to it. The 'Print Interval' is set to 'Use Global Setting'. The 'Print Periods and/or Dates' is set to 'Use Global Setting'. The 'Lease Periods to Include' is set to 'Use Global Setting'. The 'Sort Order' is set to 'Use Global Setting'. The 'Print Annual Totals' is set to 'Use Global Setting'. The 'Print Final Total' is set to 'Use Global Setting'. The 'Print Amounts per Area Column' is set to 'Use Global Setting'. The 'Amount or Rate per Area' is set to 'Use Global Setting'. At the bottom, there is a lightbulb icon and a message: 'This is the dialog where one sets the parameters to run the report'. There are 'OK' and 'Close' buttons at the bottom right.

Setting	Value
Report Year End	Use Global Setting (12)
Print Interval	Use Global Setting
Print Periods and/or Dates	Use Global Setting
Tenants to Include	All Tenants (Select Tenants button)
Lease Periods to Include	Use Global Setting
Sort Order	Use Global Setting
Print Annual Totals	Use Global Setting
Print Final Total	Use Global Setting
Print Amounts per Area Column	Use Global Setting
Amount or Rate per Area	Use Global Setting

This is the dialog where one sets the parameters to run the report

OK Close

Dates

The Dates section allows you to enter the begin and end dates for the report as well as the month on which you want the report to end.

Field	Description	Notes
Begin Date	<p>Use Global Setting (Default): Report begins on the date selected in the Global Report Options tab.</p> <p>Enter Date: Type the date on which you want the report to begin in the next field.</p> <p>Analysis Start: Report begins on the analysis start date.</p>	
End Date	<p>Use Global Setting (Default): Report ends on the date selected in the Global Report Options tab.</p> <p>Enter Date: Type the date on which you want the report to end in the next field.</p> <p>Analysis End: Report begins on the Analysis End date.</p>	
Report Year End	<p>Use Global Setting (Default): Report Year End uses the selection in the Global Report Options tab.</p> <p>Enter Report Y/E: Enter a month (1-12) in the next field.</p> <p>Same as Property Y/E: Report year ends on the month that is 12 months from the Analysis Begin Date.</p>	For example, when Analysis Begin Date is set to June 2018, the Report Year End month is May when using Same as Property Y/E .

Report Options

The Report Options section of the report allows you to specify which lines to include in the report and the order in which you want them to appear.

Field	Description	Notes
Print Interval	<p>Select a frequency period for the report:</p> <p>Use Global Setting (Default)</p> <p>Monthly</p>	

	<p>Quarterly</p> <p>Semi-Annually</p> <p>Annually</p>	
Print Periods and/or Dates	<p>Use Global Setting (Default): Displays periods/dates according to the selection in the Global Report options tab.</p> <p>Both: Displays periods and dates in the header.</p> <p>Dates only: Displays only dates in the header.</p> <p>Periods only: Displays only periods in the header.</p>	
Tenants to Include	<p>Use Global Setting (Default): Includes the tenants selected on the Global Report Options tab.</p> <p>All Tenants: Includes all the tenants in the property.</p> <p>Select Tenants: Click the Select Tenants hyperlink. The Select Tenants window opens.</p>	
Lease Periods to Include	<p>Use Global Setting (Default): Includes the lease periods selected on the Global Report Options tab.</p> <p>All Lease Periods: Includes all lease periods.</p> <p>Base and Options: Includes base and options lease periods.</p> <p>Base Only: Only includes base lease periods.</p> <p>Market Only: Only includes market lease periods.</p>	
Sort Order	<p>Use Global Setting (Default): Sorts by using the settings in the Global Report Options tab.</p> <p>Screen Order: Sorts by screen order.</p> <p>Screen Order Descending: Sorts by screen order in descending order.</p> <p>Suite Number: Sorts by suite number in ascending order.</p>	

	<p>Suite Number Descending: Sorts by suite number in descending order.</p> <p>Tenant Name: Sorts by tenant name in alphabetical order.</p> <p>Tenant Name Descending: Sorts by tenant name in reverse alphabetical order.</p>	
Print Annual Totals	<p>Use Global Setting (Default): Uses the selection in the Global Report Options tab.</p> <p>Yes: Displays the annual totals.</p> <p>No: Does not display the annual totals.</p>	
Print Final Total	<p>Use Global Setting (Default): Uses the selection in the Global Report Options tab.</p> <p>Yes: Displays the final total.</p> <p>No: Does not display the final total.</p>	
Print Amounts per Area Column	<p>Use Global Setting (Default): Uses the selection in the Global Report Options tab.</p> <p>Yes: Includes amounts per area.</p> <p>No: Excludes amounts per area.</p>	
Amount or Rate per Area	<p>Select the format to view data:</p> <ul style="list-style-type: none"> • Use Global Setting: View data on the report according to the option selected in the Global Setting tab. • Amounts: View data as amounts. • Rates: View data as currency/area rates. 	

See Also: Report Options: Global Audit Reports

Report Options: Rent Schedule Audit

Navigation: Property Editor>Reports>Audit Reports>Rent Schedule Audit>Ribbon>Report tab>Report Options

Report Options Tabs: Global and Local

The Global tab on the Report Options window allows you to change report settings globally. This tab is available regardless of the currently displayed report. The options that are available for specific reports depend upon the report that is currently displayed. For example, when the Property Summary is displayed, the Property Summary tab is available on the Report Options window; when the Cash Flow report is displayed, the Cash Flow tab is available.

Dates

The Dates section allows you to specify the begin and end dates for the report.

Field	Description	Notes
Begin Date	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Enter Date: Type a date in the field to the right.</p> <p>Analysis Start: Starts the report on the Analysis Start date.</p>	
End Date	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Enter Date: Type a date in the field to the right.</p> <p>Analysis End: Ends the report on the Analysis End date.</p>	

Report Options

The Report Options section allows you to specify which lines to include in the report and the order in which you want them to appear.

Field	Option	Notes
Tenants to Include	<p>Use Global Setting: Displays periods/dates according to global settings.</p> <p>All Tenants (Default): Includes all tenants in the report.</p> <p>Select Tenants: Click the Select Tenants hyperlink to specify tenants to include.</p>	
Lease Periods to Include	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>All Lease Periods: Includes lease period data for all lease periods.</p> <p>Base and Options: Includes lease period data by the base and option lease periods.</p> <p>Base Only: Only includes lease period data for the base lease period.</p> <p>Market Only: Only includes lease period data for the market lease period.</p>	
Sort Order	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Screen Order: Sorts data by screen order.</p> <p>Screen Order Descending: Sorts data by screen order in descending order.</p> <p>Suite Number: Sorts data by suite number.</p> <p>Suite Number Descending: Sorts data by suite number in descending order.</p> <p>Tenant Name: Sorts data by tenant name in alphabetical order.</p> <p>Tenant Name Descending: Sorts data by tenant name in reverse alphabetical order.</p>	
Print Row if Amounts are All Zero	<p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Yes: Includes rows with all zero amounts in the report.</p> <p>No: Excludes rows with all zero amounts from the report.</p>	

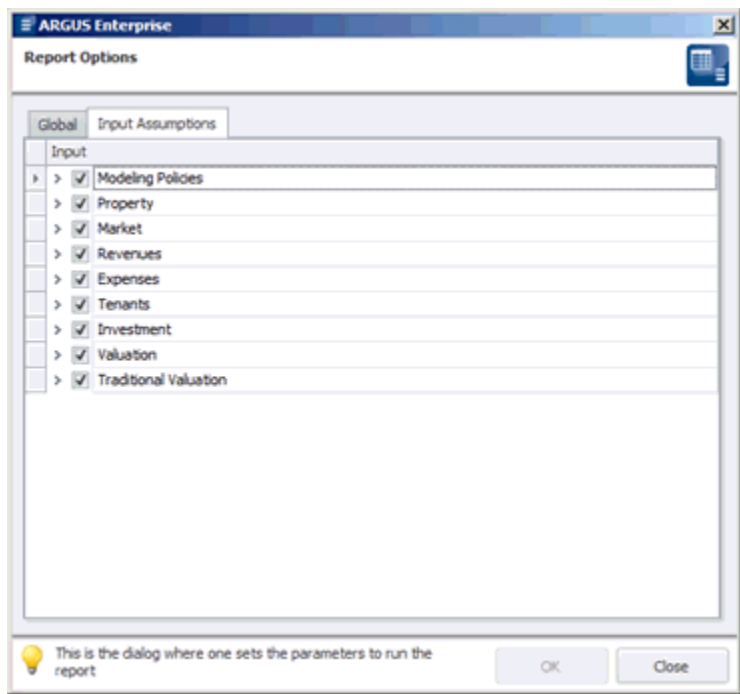
See Also: Report Options: Global
Capitalization Valuation Reports

Report Options: Input Assumptions

Navigation: Property Editor>Reports>Audit Reports>Input Assumptions>Ribbon>Report tab>Report Options

Report Options Tabs: Global and Local

The Global tab on the Report Options window allows you to change report settings globally. This tab is available regardless of the currently displayed report. The options that are available for specific reports depend upon the report that is currently displayed. For example, when the Property Summary is displayed, the Property Summary tab is available on the Report Options window; when the Cash Flow report is displayed, the Cash Flow tab is available.



Input Assumptions

1. Click the **Input Assumptions** tab.
Option: Click the Global tab to change global settings.
Option: Click the left arrows to expand/collapse categories.
2. Click check boxes to **include/exclude input tabs** from the report.
3. Click **OK**.

Report Options: CVL Import Variance

Navigation: Reports>Audit Reports>CVL Import Variance>Report tab>Report Options

Report Options Tabs: Global and Local

The Global tab on the Report Options window allows you to change report settings globally. This tab is available regardless of the currently displayed report. The options that are available for specific reports depend upon the report that is currently displayed. For example, when the Property Summary is displayed, the Property Summary tab is available on the Report Options window; when the Cash Flow report is displayed, the Cash Flow tab is available.

See Also: Report Options: Global
CVL Import Variance Report

The screenshot shows the 'Report Options' dialog box in ARGUS Enterprise. The 'CVL Import Variance' tab is selected. The settings are as follows:

- Report Type:** Both Property and Tenants
- Tenants to Include:** Active only
- Apply Tolerance Limits:** No
- Variance % Tolerance Limit +/-:** 0.00%

A note at the bottom states: 'This is the dialog where one sets the parameters to run the report'. The 'OK' and 'Close' buttons are at the bottom right.

Field	Description	Notes
Report Type	Both Property and Tenants (Default): Reports data for both property and tenant level information. Property only: Reports data for only property level information. Tenants only: Reports data for only tenant level information.	
Tenants to Include	Use Global Setting: Displays periods/dates according to global settings.	

	<p>Active only (Default): Displays tenants set to Yes in the Active column in the Rent Roll.</p> <p>Inactive only: Displays tenants set to No in the Active column in the Rent Roll.</p> <p>All Tenants: Includes all tenants in the report.</p> <p>Select Tenants: Click the Select Tenants hyperlink to specify tenants to include.</p>	
Apply Tolerance Limits	<p>No (Default): Select to not apply a tolerance limit value.</p> <p>Yes: Select to apply a tolerance limit value and enable the field below.</p>	
Variance % Tolerance Limit +/-	Type in a value to set the limit and measure all reported variances against a tolerance.	A yellow warning sign appears next to line items with Variance %s exceeding the Tolerance Limit.

Report Options: UK Traditional Valuation

Navigation: Property Editor>Reports>Traditional Valuation Reports>Summary Valuation>Ribbon>Report tab>Report Options

Report Options Tabs: Global and Local

The Global tab on the Report Options window allows you to change report setting globally. This tab is available regardless of the currently displayed report. The options that are available for specific reports depend upon the report that is currently displayed. For example, when the Property Summary is displayed, the Property Summary tab is available on the Report Options window; when the Cash Flow report is displayed, the Cash Flow tab will be available.

Report Options

Field	Description	Notes
Report Type	Day 1 Valuation (Default): Displays valuation calculations as of the valuation date. Resale Valuation: Displays valuation calculations based on default resale date.	
Tenants to Include	Use Global Setting (Default): Applies the selection from the Global Report Options tab. All Tenants: Displays all tenants.	

	<p>Select Tenants: Activates the Select Tenants hyperlink that you can click and select which tenants to display.</p>	
Sort Order	<p>Select the display order for tenant records.</p> <p>Use Global Setting (Default): Applies the selection from the Global Report Options tab.</p> <p>Screen Order: Sorts data by screen order.</p> <p>Screen Order Descending: Sorts data by screen order in descending order.</p> <p>Suite Number: Sorts data by suite number.</p> <p>Suite Number Descending: Sorts data by suite number in descending order.</p> <p>Tenant Name: Sorts data by tenant name in alphabetical order.</p> <p>Tenant Name Descending: Sorts data by tenant name in reverse alphabetical order.</p>	
Running Yields	<p>Select a period to use for displaying running yields.</p> <p>All (Default): Displays running yields in all periods.</p> <p>None: Excludes running yields.</p> <p>Monthly: Displays running yields as monthly.</p> <p>Quarterly: Displays running yields as quarterly.</p> <p>Annual: Displays running yields as annual.</p>	
Show Costs	<p>Select whether to show/hide costs.</p> <p>Yes (Default): Shows costs.</p> <p>No: Hides costs.</p>	
Show Detailed Additions/Deductions	<p>No (Default): Does not show Detailed Valuation section.</p> <p>Yes: Shows a section for the breakdown of cost deductions. Deductions are grouped to match each slice in the Traditional Valuation. At Valuation Date Shows only those costs incurred at the valuation date.</p> <p>At Valuation Date: Shows Detailed Valuation section based on Valuation date.</p>	

See Also: Report Options: Global
Traditional Valuation Reports

Report Options: Capitalization Valuation

Navigation: Property Editor>Reports>CapVal Reports>Ribbon>Report tab>Report Options

Report Options Tabs: Global and Local

The Global tab on the Report Options window allows you to change report settings globally. This tab is available regardless of the currently displayed report. The options that are available for specific reports depend upon the report that is currently displayed. For example, when the Property Summary is displayed, the Property Summary tab is available on the Report Options window; when the Cash Flow report is displayed, the Cash Flow tab is available.

Note: You must select **Modeling Policies>General>Sections>Capitalization Valuation** to display the CapVal Reports tab.

Dates

The Dates section allows you to specify general reporting dates.

Field	Description	Notes
End Date	<p>Use Global Setting (Default): Uses the selection in the Global Report Options tab.</p> <p>Enter Date: Type/select a date in the next field.</p> <p>Analysis End: Ends the report on the Analysis Start date.</p> <p>Resale Date: Ends the report on the Resale date.</p>	

Printing Format

The Printing Format section allows you to specify which information is to be included on reports.

Field	Description	Notes
Print Interval	Select a frequency period to display: Use Global Setting (Default) Monthly Quarterly Semi-Annually Yearly	
Print Row if Amounts are All Zero	Use Global Setting (Default): Uses the selection in the Global Report Options tab. Yes : Displays a row if all the amounts equal zero. No: Does not include a row if all the amounts equal zero.	

See Also: Report Options: Global
Capitalization Valuation Reports

Report Options: Reversion Audit

Navigation: Property Editor>Reports>Capitalization Valuation Reports>Reversion Audit
>Ribbon>Report tab>Report Options

Report Options Tabs: Global and Local

The Global tab on the Report Options window allows you to change report settings globally. This tab is available regardless of the currently displayed report. The options that are available for specific reports depend upon the report that is currently displayed. For example, when the Property Summary is displayed, the Property Summary tab is available on the Report Options window; when the Cash Flow report is displayed, the Cash Flow tab is available.

See Also: Report Options: Global
Capitalization Valuation Reports

The screenshot shows the 'Report Options' dialog box in ARGUS Enterprise. The 'Global' tab is selected. The 'Printing Format' section contains the following settings:

Setting	Value
Tenant	Koy Engineering
Valuation (PV/IRR) Date	Jan, 2016
Print Interval	Use Global Setting
Annual Print Interval Begins	Use Global Setting
Print Periods and/or Dates	Use Global Setting
Print Row if Amounts are All Zero	Use Global Setting

At the bottom of the dialog, there is a lightbulb icon and the text: 'This is the dialog where one sets the parameters to run the report'. There are 'OK' and 'Close' buttons at the bottom right.

Tenant

Select the tenant on which you want to report from the **Tenant** pick list.

Valuation (PV/IRR) Date

Select the valuation date on which you want to report from the **Valuation Date** pick list.

Print Interval

Choose from:

- Use Global Setting
- Monthly
- Quarterly
- Semi-Annually

- Annually

Annual Print Interval Begins

Select the year on which you want the print interval to begin. Choose from the following:

- **Use Global Setting:** If you select this option, the print interval will begin at the date selected in the Global tab.
- **Enter Years:** If you select this option, enter the year number on which you want the print interval to begin in the field next to the **Annual Print Interval Begins** field.

Print Periods and/or Dates

Choose from:

- Use Global Setting
- Both
- Dates Only
- Periods Only

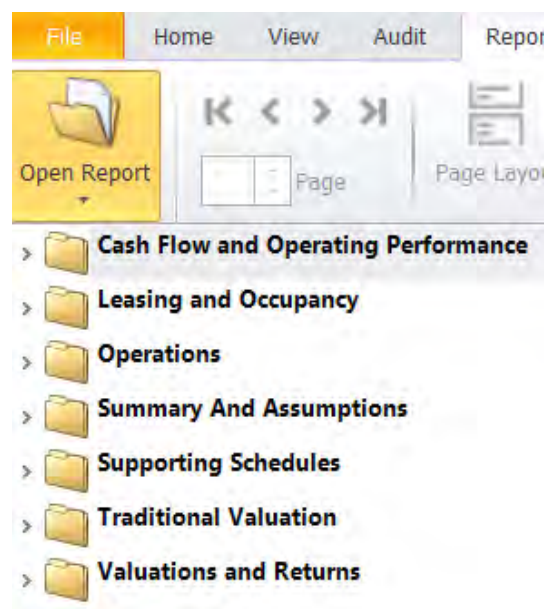
Print Row if Amounts are All Zero

Select whether or not you want the report to print rows with amounts that are all zeros. Choose from:

- Use Global Setting
- Yes
- No

Portfolio Level Reports: Getting Started with Portfolio (Repertoire) Reports

Navigation: Open a Portfolio>Bottom Toolbar>Reports>Report Ribbon>Open Report



Purpose

Repertoire reporting is a solution for consolidating and graphically reporting property, tenant, portfolio, and scenario information contained within the ARGUS Data Warehouse. As a component of ARGUS Enterprise, changes to information made in other ARGUS Enterprise modules are available immediately for aggregated reporting. This includes updates made to property level valuation models, budgets, re-forecasts, and scenarios.

ARGUS Enterprise reports are published using Microsoft SQL Server Reporting Services (SSRS). This reporting interface uses parameters that allow you to control the format and data presented in each report.

You can access the Repertoire reports from the Reports tab on the bottom Ribbon. Click the **Report** command above the Ribbon, then the **Open Report** button in the Ribbon. The resulting pick list displays the categories of reports that are available. To display the individual reports in each category, double-click the category folder.

Warning: Windows date format must be in 4 digit year format (mm/dd/yyyy) or "No data available for this selection" message appears when running reports.

Working with Report Parameters

All reports contain a set of parameters or report options at the top of the Report pane. Standard reports can be modified by selecting any combination of parameters to yield a report. Report settings can be saved in order to create a benchmark report that can be used for comparison month after month.

Key Parameters

- **Begin or As of Date:** Defines when the report will start presenting data. Data prior to this date will not be included.
- **End Date:** Defines when the report will end presenting data. Data after this date will not be displayed.
- **Print Interval:** Defines whether data is reported monthly, quarterly, or annually.
- **Revenue/Expense Detail:** Controls the presentation of revenues/expenses in total or by account number.
- **Group By:** Controls how property level information is grouped and sub totaled (e.g., by property type or location).
- **Reporting Units:** Defines whether data is reported as a currency amounts or currency amount per area.
- **Use Selected Data:** Allows you to choose the type of data to be included. Depending upon your settings, the following options may be available: [Actual + Budget + Forecast](#), [Budget + Forecast](#), [Actual + Forecast](#), and [Forecast Only](#).
- **Amount Reported As:** Defines whether the report is presented in ones, thousands, or millions.
- **Options:** Controls the amount of extra detail to display on the report.
- **Comparison Scenario:** Controls which scenario the report is comparing to the current scenario.
- **Comparison Properties:** Controls which properties in the comparison scenario the report is comparing to the current selection of properties.
- **Currency and Area:** Controls whether the report will be generated using the local currency and area measures without having to create new scenarios at the portfolio level. All properties must have the same currency and area measures in order to use [Local](#) as the **Currency and Area** selection. If they do not, and you select Local, you will receive an error message.

Modifying Reports

Use this procedure to modify a report for viewing purposes:

1. Open the standard report to be modified.
2. In the Report Parameters pane, select the parameter that is to be modified. The available parameters are based on the report selected; therefore, each report will have a different set of parameters.
3. Click the pick list to display the available parameter options for this report.
4. Select the parameter options you want to use.
5. Once all the parameters have been selected, click the **Run Report** button. The updated report is displayed.

Exporting Reports

You can export reports as:

- Excel
- PDF

- TIFF
- Microsoft Word

Print Non-Operating Expenses in Repertoire Reports

You can print Non-Operating Expenses from these repertoire report types:

- Cash Flow
- Cash Flow Comparison
- Cash Flow Detail Comparison
- Budget Comparison
- Cash Flow Forecast Comparison
- Forecast Summary
- Month and Year-to-Date Variance
- Portfolio Composition Summary
- Revenue and Expense Assumptions
- Cash Flow by Report Group
- Cash Flow Comparison by Report Group

Note: Cash Flow After Debt Service total will be a lower value since Cash Flow before Debt Service Total includes Non-Operating Expenses.

Note: Cash Flow Available for Distribution will be a lower value since Non-Operating Expenses were passed down to Cash Flow After Debt Service from Cash Flow Before Debt Service.

Show/Hide Non-Operating Expenses

Non-operating expenses can be shown or hidden at both the property and portfolio levels for various reports, and the AE database stores both versions for the following reports:

- Cash Flow Before Debt Service
- Cash Flow After Debt Service
- Cash Flow Available for Distribution

Hide Non-Operating Expenses

If you elect to hide non-operating expenses, then:

- Non-Operating Expenses will not display
- Cash Flow Before Debt Service will exclude Non-Operating Expenses
- Cash Flow After Debt Service will exclude Non-Operating Expenses
- Cash Flow Available for Distribution will be calculated based on the Cash Flow Before Debt Service total, which will exclude Non-Operating Expenses

Month and Year-to-Date Variance: The following Reports will also be modified:

The Non-Operating Expenses section will be added below net operating income (NOI) and above capital expenditures.

All the budget, actuals, present value (PV), Variance amount, and Variance % fields will be calculated for each non-operating expense line item.

Portfolio Composition Summary: Non-Operating Expenses will be added to the Reporting Options.

The Non-Operating Expense total will be shown at the property level.

Revenue and Expense Assumptions: When you enable "Non-Operating Expenses", the Average Growth % and Non-Operating Expense year totals are shown.

Enable Non-Operating Expenses


If you elect to enable non-operating expenses, then:

- Average Growth % and non-operating expense year totals display
- Cash Flow Before Debt Service excludes Non-Operating Expenses

Allocate a % of Non-Operating Expenses to Operating Expenses

You can allocate a desired percentage of non-operating expenses to operating expenses for a recovery pass through to tenants.

Amount 1

Select **% of Other** in the **How Input** field; click the  button to display a window listing the revenues and expenses to which you can link this item. Click the Expenses arrow, and select the **Total Non-Operating Expenses** arrow for a pick list of non-operating expenses. In the % input field, enter the % of non-operating expenses you want to allocate for each category.

User Defined Debt

You can enter items under the User Defined Debt option under the Investment tab, and the items will appear in the Debt Service section of the report.

Note: If you enter items under Debt Financing, the ability to enter items under the User Defined Debt tab will be disabled. Additionally, items entered under the User Defined Debt will be listed under Debt Services and will not be grouped under Interest or Principal.

Note: You can also enter non-operating expense data in input and result sheets in AE Add-in.

See Also: AE Add-In

Note: Exporting reports using the **Export** on the Ribbon allows for immediate viewing of the report. Once the export process is complete, a prompt to open the report appears.

Reports

Following is a summary of the reports available in ARGUS Enterprise.

Cash Flow and Operating Performance

Cash Flow Comparison and Cash Flow Detail Comparison

The Cash Flow Comparison reports provide a financial statement for multiple periods of time. The Discounted Cash Flow "DCF" formatted report includes information which details operational income, expenses, capital, and debt while allowing you to compare two properties from different scenarios. The following are some of the key features of these reports:

- Provides a Cash Flow report that compares any two scenarios/versions and displays the variances between each.
- Allows you to drill down on items to view the property detail.

See Also: Cash Flow Comparison
Cash Flow Detail Comparison

Cash Flow and Cash Flow Detail

The Cash Flow report displays a forecasted financial statement for a period of time and interval defined by the user. This report is displayed in a standard Discounted Cash Flow “DCF” format detailing tenant revenue, reimbursements, operating expenses, capital expenditures, and debt. The following are some of the key features of this report:

- Aggregates properties to produce a consolidated income statement.
- Defines the number of months, quarters, or years to view on the report.
- Allows the user to easily navigate to Property Level supporting detail.
- Blends historical and forecast data.
- Displays the report using a standard Chart of Accounts.
- Displays Revenue on a GAAP or cash basis.

Cash Flow Report

The Cash Flow report displays key performance indicators (KPIs) for all properties or a segment of a portfolio. On one report, information is graphically and numerically presented with performance charts for quick and easy analysis of portfolio performance. The following are some of the key features of this report:

- Groups sections by key classifications such as property type.
- Provides the summary operating statement, occupancy statistics, and valuation information in one place.
- Provides a graphic representation of time series information for expiring area, contract vs. market rates, NOI growth, and occupancy trends.

See Also: Cash Flow

Cash Flow Detail

The Cash Flow Detail report displays cash flow report data and allows you to expand each heading for a detailed look of each property.

See Also: Cash Flow Detail

Assured Cash Flow Calculations

- Assured cash flow is determined by a ratio based on revenue to determine percentage of PV.
- Lease Status is used to determine assured vs. speculative tenants.
- Pro-rata calculations are used to calculate all other items (misc. revenues, operating expenses, and property level capital items).
- Total tenant revenue by lease status is divided by the total tenant revenue for the total property to calculate the pro-rata share by lease status.
- Pro-rata calculation will be applied after all other calculations have taken place.
- Tenant mid-month calculations will remain the same with the first and last months of the lease prorated for the partial month and the first month of the spec profile starting the following full month.

- Total rental revenue is calculated by lease status.
- Other Tenant Revenue is calculated by lease status.
- Total assured income is calculated by totaling rental revenue and other tenant revenue for the assured portion only.
- Total speculative income is calculated by totaling rental revenue and other tenant revenue for the speculative portion only.
- Total tenant revenue and potential gross revenue.
- Total tenant revenue and potential gross revenue will be calculated for the entire property.
- If generating a report for assured cash flow only, the assured portion for these items will be displayed.
- Total other revenue will be calculated at the property level.
- If generating a report for assured cash flow only, the assured portion for this item will be displayed.
- Potential gross revenue will be calculated at the property level.
- If generating a report for assured cash flow only, the assured portion for this item will be displayed.
- Vacancy & credit loss will be calculated at the property level.
- If generating a report for assured cash flow only, the assured portion for this item will be displayed.
- Effective gross revenue will be calculated at the property level.
- If generating a report for assured cash flow only, the assured portion for this item will be displayed.
- Total operating expenses will be calculated at the property level.
- If generating a report for assured cash flow only the assured portion for this item will be displayed.
- Net operating income will be calculated at the property level.
- Total leasing & capital costs will be calculated at the property level.
- If generating a report for assured cash flow only, the assured portion for this item will be displayed.
- Cash flow before debt service will be calculated at the property level.
- If generating report for assured cash flow only, the assured portion for this item will be displayed.
- Total before debt service will be calculated at the property Level.
- If generating a report for assured cash flow only, the assured portion for this item will be displayed.
- Cash flow after debt service will be calculated at the property level.

- If generating a report for assured cash flow only, the assured portion for this item will be displayed.
- Total financing (Net) will be calculated at the property level.
- If generating a report for assured cash flow only, the assured portion for this item will be displayed.
- During the actuals period if the report is generated for assured & speculative income or assured cash flow, the actuals will appear in place of values for contract/contract renewal tenants.
- Speculative income during the actuals period only will be zero.
- During the budget period, the budget values are calculated based on the same pro-rata share as the forecast values and appear in both the assured and speculative Income.

Dashboard

The Dashboard report displays KPIs for all properties or a segment of a portfolio. On one report, information is graphically and numerically presented with performance charts for quick and easy analysis of portfolio performance. The following are some of the key features of this report:

- Groups sections by key classifications such as property type
- Provides the summary operating statement, occupancy statistics, and valuation information in one place
- Provides a graphic representation of time series information for expiring area, contract vs. market rates, NOI growth, and occupancy trends.

See Also: Dashboard

Executive Financial Summary

The Executive Financial Summary report is an executive report, which displays key operating metrics for one or more properties for one year. Operating metrics include, but are not limited to, total revenue, expenses, tenant improvements, leasing commissions, and debt service. The following are some of the key features of this report:

- Easy access to key property performance information.
- Allows you to group by classifications such as property type or region to provide report group subtotals and grand totals for the entire portfolio.
- Displays data as amount or amount/area.
- Uses a calendar or fiscal year reporting.
- Provides flexibility to display all or a portion of the data contained on the report.
- Key Data Elements:
 - Lease Type
 - Annual and Per Area Rent of Tenant
 - Effective Rent
 - Market Rent

- Variance between Market Rent and Effective Rent

See Also: Executive Financial Summary

Custom

Custom reports can be uploaded from the Business App Toolkit into ARGUS Enterprise.

See Also: Repertoire Reports: Custom

Reports: Custom

Web Form Integration

Business App Toolkit

Leasing and Occupancy

Average Daily Rate and Revenue per Available Room Comparison

The Average Daily Rate and Revenue per Available Room Comparison report allows you to perform a comparison between hotel properties in a portfolio.

See Also: Average Daily Rate and Revenue per Available Room Comparison

Average Daily Rate and Revenue per Available Room

The Average Daily Rate and Revenue per Available Room report allows you to analyze the revenue patterns and daily rates for each of the available rooms in hotel properties.

See Also: Average Daily Rate and Revenue per Available Room

Lease Expiration

The Lease Expiration report provides the data needed to perform an analysis of the lease expiration activity across a group of properties over an extended time series. The following are some of the key features of this report:

- Allows you to analyze the lease expiration profile of a group of properties and also understand leasing activity patterns, so that lease renewal/negotiation meetings can be scheduled prior to the expiration dates of each tenancy.
- Provides information on timing and availability of floor space.
- Forecast using speculative leases what the tenant retention rate and corresponding vacancy might be in the future.
- Understand what the potential impact on the cash flow will be over time due to tenancies that remain vacant. This report covers multiple cash flow calculations across base rent, effective and market rent.
- Provides management with the flexibility to report expiry at an individual property level or across multiple properties and organized into groups and sub-groups according to custom property classifications such as asset manager or property region.

See Also: Lease Expiration

Leasing Activity

The Leasing Activity report displays key lease information for all tenants leasing up within a defined period of time. The following are some of the key features of this report:

- Displays all tenants leasing up for a selected period of time.

- Allows grouping by lease end year, property, tenant, or months remaining.
- Supports multiple levels of grouping and totals.
- Key Data Elements:
 - Lease Type
 - Lease Begin Date and Term
 - Annual and Per Area Tenant Rent
 - Market and Base Rent
 - Displays Leasing Costs

See Also: Leasing Activity

Net Absorption

The Net Absorption report displays a consolidated report of all properties in a given portfolio, constituting asset acquisition or disposition and all expected leasing activities (expiration, absorption, renewal, new leasing) in a specified time frame. Net absorption and tenant retention statistics are critical metrics for asset and portfolio performance. This report will allow for analysis of trends in leasing activity over time.

See Also: Net Absorption

Net Effective Rent

The Net Effective Rent report displays leases in selected groups. The column on the right side of the report provides a time-series display of the net effective rent for each lease reported as of the lease start date. This allows you to view net effective rent for comparable leases and provides a convenient way of displaying the income potential for newly signed leases.

See Also: Net Effective Rent

Occupancy

The Occupancy report displays a portfolio view of occupancy with summary data based on the user-defined groupings. The following are some of the key features of this report:

- Displays rentable and occupied area and percent for one or more properties based on your selections.
- Allows you to specify the reporting period.
- Consolidates the Occupancy Statement with available subtotals based on the user defined groupings.

See Also: Occupancy

Occupancy Comparison

The Portfolio Occupancy – Comparison reports provide a comparative view of the occupancy of properties within two different scenarios. The following are some of the key features of this report:

- Compares occupancy information for two selected scenarios.
- Displays rentable and occupied area and percent for one or more properties within two scenarios based on your selections.

- Allows you to select the reporting period.
- Consolidates Occupancy Statement with available subtotals based on the user-defined groupings.

See Also: Occupancy Comparison

Rent Roll – Current

The Rent Roll – Current report displays the tenant Rent Roll based on a user-defined date. The following are some of the key features of this report:

- Displays both initial lease information as well as the current lease status.
- Displays the remaining lease term.
- Provides multiple options for grouping.
- Tenant name.
- Property name.
- Lease start year.
- Lease status.

See Also: Rent Roll - Current

Rent Roll – Presentation

The Rent Roll – Presentation report displays the Tenant Rent Roll for all tenants and spaces for a defined period of time. This report will display key tenant data for current and future spaces. The following are some of the key features of this report:

- Displays detailed information associated with each space and lease.
- Displays active, vacant, and future tenant information.
- Allows you to view rent increases.
- Displays reimbursement methods.
- Allows you to view future rollover activity.

See Also: Rent Roll Presentation

Tenant Retention

The Tenant Retention report allows you to gain a better understanding of the factors influencing tenants' renewal decisions in specific market segments. This allows you to track trends over time. You can view tenants by lease status, and you can group them in the following manner to facilitate your analysis:

- Lease Status
- Lease Type
- Property Name
- Property Type
- Classification Categories

See Also: Tenant Retention

Top Tenants

The Top Tenants report is a grouped list of all the tenants who collectively pay the greatest amount of base rent or occupy the greatest amount of rentable area on a particular date. Tenants included in this report are selected by consolidating the base rent or occupancy for all leases with matching names.

Leases can be grouped by Tenant Name (default), Property, Country, State, or either Property or Tenant Classification.

The Top Tenants report provides you with insight into exposure to particular tenants across a portfolio of properties.

This report enables you to assess risk associated with downturns to particular industries or to particular organizations. It can also help you to understand what the potential impact on the cash flow will be if a particular tenant is lost. This report presents a rent value which can be configured to include any of the following elements:

- Base Rent
- Step Rent
- CPI
- Free Rent
- Recoveries
- Percentage Rent

It provides the flexibility to report on significant tenants at an individual property level or across multiple properties and organized into groups according to custom property classifications such as asset manager or property region.

See Also: Top Tenants

Operations

Budget Comparison

The Budget Comparison report displays property level budget comparison information with up to three different variance calculations. For multi-entity assets (e.g., mixed used, etc.), it allows you to view a portfolio level summary of three years of budget comparison information from one or more individual models with up to three different variance calculations.

- Allows you to select one or two years of actuals data.
- Allows you to select one or two years of forecast data.
- The forecast data can be presented monthly, quarterly, semi-annually, or annually.
- The amount per area can be printed for each of the calculated data sets.
- You can display three variance levels between actuals, budget, reforecast, and projected.
- You can display the variance percentage as well as the variance amount.
- You have the option to break out properties so that each will be reported on a separate page.

See Also: Budget Comparison

Cashflow Forecast Comparison

The Cashflow Forecast Comparison report allows you to compare forecasted cashflows between portfolios for the specified dates. You may either aggregate or show all revenue and expense detail on this report. In addition you can:

- Show the variance percentage.
- Show account detail.
- Show account numbers.
- Sort by account numbers.
- Show criteria.
- Show the property list.
- Consolidate properties.

See Also: Cash Flow Forecast Comparison

[Forecast Summary](#)

The Forecast Summary displays a combination of actual and budget data and actual and forecast data on a rolling basis over a time series. Key uses of this report are:

- Provide management with a summarized view of the profitability of a property or portfolio of properties on a rolling basis.
- Analyze the cash flow across the portfolio to better understand future liquidity and funding requirements (capital management).
- Forecast the impact of changing debt finance rates across a portfolio.

See Also: Forecast Summary

[Month and Year-to-Date Variance](#)

The Month and Year to Date Variance report presents a comparison of budgeted or actual results to budgeted ones for the current month or for the year-to-date period.

See Also: Month and Year-to-Date Variance

[Summary and Assumptions](#)

[Classification Summary](#)

The Classification Summary report provides a summary of all classifications that have been used in a portfolio.

See Also: Classification Summary

[Debt Summary](#)

The Debt Summary displays a summary of debt and present value information by property and allows you to filter debt service coverage and loan to value ratios.

[Market Rate Assumptions](#)

The Market Rate Assumptions report displays Market Rates Assumptions by tenant type and growth trends. The following are some of the key features of this report:

- Displays multiple years of market rental rates for an entire portfolio.
- Allows you to group and display totals by any classifications such as region or property type.
- Allows you to easily view the computed weighted average market rate by tenant type for each property and/or region.
- Allows you to quickly compare the average market rates in your portfolio to industry data.

See Also: Market Rate Assumptions

[Portfolio Composition Summary](#)

The Portfolio Composition Summary allows you to determine the makeup of a portfolio for the purposes of determining the risk to a particular market or segment. Additionally, it might be used as a basis around acquisition and disposition strategies for the coming years, or to respond to investor or executive inquiries.

See Also: Portfolio Composition Summary

[Revenue and Expense Assumptions](#)

The Revenue and Expenses Assumptions report displays operating expense assumptions for one or more properties for a user-defined range of years. The following are some of the key features of this report:

- Displays annualized operating expense.
- Displays expense as projected inflated amounts.
- Allows you to group and display totals by classification types such as region or property type.
- Computes annualized growth at multiple levels.
- Displays information as amount or amounts/area.
- Quickly compares the expense rates in the portfolio to industry data.

See Also: Revenue and Expense Assumptions

[Vacancy Assumptions](#)

The Vacancy Assumptions report provides an at-a-glance review of vacancy information related to the portfolio of assets. This report shows vacancy percentages as well as assumptions which guide the physical and economic vacancy results. The following are some of the key features of this report:

- Allows you to group by classification types within each Rate section and view totals by property and classification (e.g., region).
- Allows you to view one or more properties for multiple years at the same time.
- Allows you to drill down to property level details.
- Allows you to view vacancy results and assumption inputs on one report.

See Also: Vacancy Assumptions

[Supporting Schedules](#)

[Cash Flow by Report Group](#)

The Cash Flow by Report Group report allows you to display the cash flow for selected properties by report group.

See Also: Cash Flow by Report Group

[Cash Flow Comparison by Report Group](#)

The Cash Flow Comparison by Report Group report allows you to perform a cash flow comparison by report group and display the variance between them.

See Also: Cash Flow Comparison by Report Group

Speculative Leasing Summary

The Speculative Leasing Summary report displays all speculative leasing information by property. This report can be run for one or more properties in a portfolio or fund. The following are some of the key features of this report:

- Displays critical speculative leasing information by property on one report.
- Display speculative areas as a percentage of NRA.
- Displays the annual and GAAP Rent.
- Displays speculative market leasing assumption information.
- Allows you to view information at the property level with ability to drill down to speculative tenant level detail.

See Also: Speculative Leasing Summary

Tenant Revenue

The Tenant Revenue report is an audit report that displays all tenant revenue and leasing costs for each tenant in the portfolio. Data is presented at the summary, property and lease level. The following are some of the key features of this report:

- Allows you to group information by property and tenant.
- Displays total tenant revenue with detailed information (base rent, recoveries).
- Contains the option to display total amounts, amounts per areas or both.
- This report can be run for any 12 month period and will include totals.

See Also: Tenant Revenue

Traditional Valuation

Note: To learn how to select a subset of properties within a scenario for a portfolio report, see Traditional Valuation Calculation Scenario Subsets Quick Start.

Area Analysis

The Area Analysis report is a traditional valuation report that displays tenant information. The following are some of the key features of this report:

- Displays the use types.
- Displays the various zones.
- Displays parking space rates and information.

See Also: Area Analysis

Cost Valuation

The Cost Valuation schedule is a traditional valuation report that displays revenue/expense details for each tenant. The following are some of the key features of this report:

- Displays revenues/expense assigned to each tenant in the relevant categories within the property.
- Displays the total revenue/expense amounts for each category per the inputs for the property.
- Reflects all costs related to the cost valuation of the property.

- Print/Export.
- Includes an exit/entry value setting.

Detailed Valuation

The Detailed Valuation report is a traditional valuation report that displays tenant information on a single line. The following are some of the key features of this report:

- Displays the portfolio name.
- Displays the scenario name.
- Displays the dates.
- Displays the running yields.
- Displays the operating expenses.
- Displays ground lease expenses.
- Displays the currency type.
- Displays the area.
- Displays property information external ID.
- Displays the property name.
- Displays number of tenants.
- Displays net rent.
- Displays rental value.
- Displays gross value.
- Displays capital expenses.
- Displays acquisition costs.
- Displays net value.
- Displays say value.
- Displays initial yield (valuation rent).
- Displays equivalent yield.
- Displays true equivalent yield.
- Displays reversionary yield.

See Also: Detailed Valuation

Single Line Tenancy Schedule

The Single Line Tenancy Schedule report is a traditional valuation report that displays tenant information on a single line. The following are some of the key features of this report:

- Displays tenant Information.
- Displays ITZA area.
- Displays standard area.
- Displays start date.
- Displays term.
- Displays expiry.
- Displays active break.
- Displays earliest termination.
- Displays next review.
- Displays contracted rent.
- Displays valuation rent.
- Displays rental value.

See Also: Single Line Tenancy Schedule

Summary Valuation

The Summary Valuation report is a traditional valuation report that displays tenant information on a single line. The following are some of the key features of this report:

- Displays running yields.
- Displays amounts.
- Displays currency.
- Displays area.

See Also: Summary Valuation

Valuations and Returns

Executive Present Value Summary

The Executive Present Value Summary report is an executive report that displays key valuation metrics for one or more properties. Metrics include PV date, sale date, cap rate, discount rate, leveraged and unleveraged cash, proceeds from sale, and present values. The following are some of the key features of this report:

- Allows easy access to valuation information.
- Allows you to group information by classifications such as property type or region to provide report group subtotals and grand totals for the entire portfolio.
- Displays data as amount or amount/area.
- Provides the flexibility to display all or a portion of the data contained on the report.

See Also: Executive Present Value Summary

Multiple Valuation Summary

The Multiple valuation summary report allows you to compare your property values using three valuation methods: discounted cash flow, capitalization valuation, and traditional valuation.

See Also: Multiple Valuation Summary

Present Value Comparison

The Present Value Comparison report allows you to compare the PV performance of single assets and groups of assets.

See Also: Present Value Comparison

Present Value

The Present Value report allows you to display the present value of select assets.

See Also: Present Value

Cash Flow and Operating Performance: Repertoire Reports: Cash Flow Comparison


Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Cash Flow and Operating Performance>Cash Flow Comparison


Purpose

The Cash Flow Comparison report provides a financial statement for multiple periods of time and provides a Cash Flow report that compares any two scenarios/versions and displays the variances between each.

See Also: Repertoire Reports
Saved Setups

Property Filter	Current Sel... ▼
Filter Basis	All ▼
Current Properties	All Properties ▼
Comparison Portfolio	▼
Comparison Scenario	▼
Comparison Filter	Primary Sel... ▼
Comparison Filter Basis	Primary Sel... ▼
Comparison Properties	▼
Current Scenario Data Set	Forecast Only ▼
Comparison Scenario Data Set	▼
Report Format	▼
Begin Date	1/1/2014 ▼
End Date	2/28/2019 ▼
Print Interval	Yearly ▼
Revenue/Expense Detail	Show All - S... ▼
Options	▼
Variance	Comparison... ▼
Amounts Reported As	Ones ▼
Currency And Area	Scenario ▼
Report Subtitle	

 Run Report

 Stop Report

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the property names from your user defined Property Filters. You must create custom Property Filters to select them here.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Includes only those properties you select in the Current Properties pick list.</p> <p>Exclude Those Selected: Excludes those properties you select in the Current Properties pick list.</p>	
Current Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Comparison Portfolio	Select a comparison portfolio.	
Comparison Scenario	<p>Base Scenario (Default): This is the system generated scenario, which cannot be deleted.</p> <p>Select a comparison scenario. You must create additional scenarios to select them here. For more information, see Scenarios.</p>	
Comparison Filter	<p>Primary Selection: Uses your choices in the Property Filter, Filter Basis, and Current Properties pick lists and auto selects All in the Comparison Filter Basis field.</p> <p>All Properties: Uses all the properties in the comparison portfolio.</p> <p>Custom Filter: Uses all the properties in the user defined custom Filter.</p>	

Comparison Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Includes only those properties you select in the Current Properties pick list.</p> <p>Exclude Those Selected: Excludes those properties you select in the Current Properties pick list.</p>	
Comparison Properties	<p>All Properties (Default): Uses all the properties in the comparison Filter.</p> <p>Select the properties you want to use in the comparison scenario.</p>	
Current Scenario Data Set	Select a scenario data set. The default option for this field is Forecast Only.	
Comparison Scenario Data Set	Select a comparison scenario data set. The default option for this field is Forecast Only.	
Report Format	<p>Total Portfolio (Default): Report will add the totals for total assured income and total speculative income.</p> <p>Assured & Speculative Income: Report will be divided into the following sections:</p> <p>Assured Income: Calculated from tenants with a lease status that is set to contract or contract renewal.</p> <p>Speculative Income: Calculated from tenants with a lease status that is set to speculative, option, month to month, holdover, or a custom lease status. Note that speculative income will also be calculated from tenants who have rolled into the market profile terms.</p> <p>Assured Cash Flow: The tenant revenue section of the report will only show assured income.</p>	In order to display assured cash flow, you must select Calculate Assured Income in the Modeling Policies window for all properties in the report. Another way to display assured cash flow is to select Yes in the Calculate Assured Income field in the Portfolio Details tab.
Begin Date	Data prior to this date will not be included.	
End Date	Data after this date will not be included.	
Print Interval	Select a frequency interval to display the report. Yearly	

	Quarterly Monthly	
Revenue/Expense Detail	<p>Show All: Includes headers, accounts, and details for revenue and expenses.</p> <p>Show Accounts: Includes accounts and details for revenue and expenses.</p> <p>Aggregate All: Aggregates headers, accounts, and details for revenue and expenses.</p> <p>Show All - Simple: Includes headers but hide accounts and details for revenue and expenses.</p> <p>Show Accounts - Simple: Includes accounts and hide details for revenue and expenses.</p>	
Options	<p>Show Variance %: Includes variance.</p> <p>Show Account Detail: Includes account details.</p> <p>Show Comments: Includes variance comments.</p> <p>Show Account Number: Includes account numbers as references.</p> <p>Sort by Account Number: Sorts revenues and expenses by account number.</p> <p>Consolidate by Account Number: Consolidates revenue and/or expense line items with the same account number into a single line item. This can be useful for a portfolio with no attached COA.</p> <p>Break Out Properties: Shows break out properties.</p> <p>Expense Notes in Break Out: Shows expense notes.</p> <p>Show Criteria: Includes criteria.</p> <p>Show Property List: Includes a complete property list.</p> <p>Consolidate Properties: Consolidates the property list.</p>	<p>Sort/display data sets. Options are dynamic and your available selection depends upon current property information.</p> <p>Consolidate by Account Number is only available for portfolios with no Chart of Accounts attached. For items appearing in different sections of the report, those items will be consolidated but remain in that section of the report.</p>

	<p>Show Non-Operating Expenses: Shows non-operating expenses.</p> <p>Show Recoveries By Account Number: Shows recoveries by account number.</p> <p>Include Year After Resale: Shows cash flow for the year after the property sale.</p>	
Variance	<p>Current - Comparison: The Variance column total equals the current amount less the comparison amount.</p> <p>Comparison - Current (Default): The Variance column total equals the comparison amount less the current amount.</p> <p>Hide: Hides the Variance column.</p>	
Amounts Reported As	<p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

Repertoire Reports: Cash Flow Detail Comparison



Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Cash Flow and Operating Performance>Cash Flow Detail Comparison

Purpose

The Cash Flow Detail Comparison report provides a financial statement for multiple periods of time. The Discounted Cash Flow “DCF” formatted report includes information which details operational income, expenses, capital, and debt while allowing you to compare two properties from different scenarios and drill down on items to view the property detail.

See Also: Repertoire Reports

Property Filter	Current Sel...
Filter Basis	All
Current Properties	All Properties
Comparison Portfolio	
Comparison Scenario	
Comparison Filter	Primary Sel...
Comparison Filter Basis	Primary Sel...
Comparison Properties	
Current Scenario Data Set	Forecast Only
Comparison Scenario Data Set	
Report Format	
Begin Date	1/1/2014
End Date	2/28/2019
Print Interval	Yearly
Revenue/Expense Detail	Show All - S...
Options	
Variance	Comparison...
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	

 Run Report
 Stop Report

See Also: Saved Setups

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Current Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Comparison Portfolio	Select a comparison portfolio you want to use for the report.	
Comparison Scenario	Select a comparison scenario. The default option for this field is Base Scenario.	
Comparison Filter	<p>Primary Selection: The Default option.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	The default option for this field is Primary Selection. Select the Property Filter to generate the report.
Comparison Filter Basis	The default option for this field is Primary Selection.	

Comparison Properties	Select comparison properties. The default option for this field is Primary Selection.	
Current Scenario Data Set	The default option for this field is Forecast Only.	
Comparison Scenario Data Set	<p>Select a data set for the comparison scenario:</p> <p>Actual + Budget + Forecast</p> <p>Budget + Forecast</p> <p>Actual + Forecast</p> <p>Forecast Only</p>	
Report Format	<p>Total Portfolio (default): Report will add the totals for total assured income and total speculative income.</p> <p>Assured & Speculative Income: Report will be divided into the following sections:</p> <p>Assured Income: Calculated from tenants with a lease status that is set to contract or contract renewal.</p> <p>Speculative Income: Calculated from tenants with a lease status that is set to speculative, option, month to month, holdover, or a custom lease status. Note that speculative income will also be calculated from tenants who have rolled into the market profile terms.</p> <p>Assured Cash Flow: Tenant revenue section of the report will only show assured income.</p>	<p>For multifamily and hotel property types, the assured and speculative income and the assured cash flow formats will not be available. For mixed use properties with a multifamily component, the multifamily revenue generated from the multifamily units entered will be treated as speculative.</p> <p>In order to display assured cash flow, you must select Calculate Assured Income in the Modeling Policies window for all properties in the report. Another way to display assured cash flow is to select Yes in the Calculate Assured Income field in the Portfolio Details tab.</p>
Begin Date	Data prior to this date will not be included.	
End Date	Data after this date will not be included.	

Print Interval	Select an interval frequency: Yearly Quarterly Monthly	
Revenue/Expense Detail	<p>Show All: Includes headers, accounts, and details.</p> <p>Show Accounts: Includes accounts and details.</p> <p>Aggregate All: Aggregates headers, accounts, and details.</p> <p>Show All - Simple: Includes headers but hide accounts and details.</p> <p>Show Accounts - Simple: Includes accounts and hide details.</p>	
Options	<p>Show Variance: Includes variance.</p> <p>Show Comments: Includes variance comments.</p> <p>Show Account Number: Includes account numbers.</p> <p>Sort by Account Number: Sorts using account numbers as references.</p> <p>Consolidate by Account Number: Consolidates revenue and/or expense line items with the same account number into a single line item. This can be useful for a portfolio with no attached COA.</p> <p>Show Property List: Includes a complete property list.</p> <p>Show Non-Operating Expenses: Includes non-operating expenses.</p> <p>Include Year After Resale: Shows cash flow for the year after the property sale.</p>	<p>Sort/show data. Options are dynamic and your available selection depends upon current property information.</p> <p>Consolidates by account number is only available for portfolios with no Chart of Accounts attached. For items appearing in different sections of the report, those items will be consolidated but remain in that section of the report.</p>
Amounts Reported As	<p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	In the Amounts Reported As field, select the method for reporting amounts you want -to use for the report.
Variance	Current - Comparison: The Variance column total equals the	

	<p>current amount less the comparison amount.</p> <p>Comparison - Current (Default): The Variance column total equals the comparison amount less the current amount.</p> <p>Hide: Hides the Variance column.</p>	
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

Repertoire Reports: Cash Flow Detail

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Cash Flow and Operating Performance>Cash Flow Detail

Purpose

The Cash Flow Detail report displays cash flow report data and allows you to expand each heading for a detailed look at each property.

See Also: Repertoire Reports

Property Filter	Current Selection ▼
Filter Basis	All ▼
Properties	All Properties ▼
Use Selected Data	Forecast Only ▼
Report Format	Total Portfolio ▼
Begin Date	1/1/2014 ▼
End Date	2/28/2019 ▼
Print Interval	Yearly ▼
Print Annual Totals	No ▼
Revenue/Expense Detail	Show All - Simple ▼
Options	Consolidate by A... ▼
Amounts Reported As	Ones ▼
Currency And Area	Scenario ▼
Report Subtitle	<input type="text"/>

Run Report

Stop Report

Save Setup

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.

Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Use Selected Data	Specify the data type. The default option is Forecast Only.	
Report Format	<p>Total Portfolio (default): Report will add the totals for total assured income and total speculative income.</p> <p>Assured & Speculative Income: Report will be divided into the following sections:</p> <p>Assured Income: Calculated from tenants with a lease status that is set to contract or contract renewal.</p> <p>Speculative Income: Calculated from tenants with a lease status that is set to speculative, option, month to month, holdover, or a custom lease status. Note that speculative income will also be calculated from tenants who have rolled into the market profile terms.</p> <p>Assured Cash Flow: The tenant revenue section of the report will only show assured income.</p>	<p>For multifamily and hotel property types, the assured and speculative income and the assured cash flow formats will not be available. For mixed use properties with a multifamily component, the multifamily revenue generated from the multifamily units entered will be treated as speculative.</p> <p>In order to display assured cash flow, you must select Calculate Assured Income in the Modeling Policies window for all properties in the report. Another way to display assured cash flow is to select Yes in the Calculate Assured Income field in the Portfolio Details tab.</p>
Begin Date	Data prior to this date will not be included.	

End Date	Data after this date will not be included.	
Print Interval	Select a frequency interval to display the report. Yearly Quarterly Monthly	
Print Annual Totals	Select an option to display annual totals: Yes No	Report settings are automatically stored for files exported to ARGUS Excel Add-In.
Revenue/Expense Detail	<p>Show All: Includes headers, accounts, and details for revenue and expenses.</p> <p>Show Accounts: Includes accounts and details for revenue and expenses.</p> <p>Aggregate All: Aggregates headers, accounts, and details for revenue and expenses.</p> <p>Show All - Simple: Includes headers but hides accounts and details for revenue and expenses.</p> <p>Show Accounts - Simple: Includes accounts and hide details for revenue and expenses.</p>	
Options	<p>Show Account Number: Includes account numbers.</p> <p>Sort by Account Number: Sorts using account numbers as references.</p> <p>Consolidate by Account Number: Consolidates revenue and/or expense line items with the same account number into a single line item. This can be useful for a portfolio with no attached COA.</p> <p>Show Property List: Includes a complete property list.</p> <p>Show Non-Operating Expenses: Includes non-operating expenses.</p> <p>Include Year After Resale: Shows cash flow for the year after the property sale.</p>	Options are dynamic and your available selection depends upon current property information.
Amounts Reported As	Ones: Does not round amounts.	

	<p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

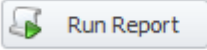
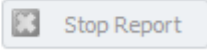
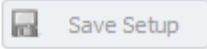
Repertoire Reports: Cash Flow

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Cash Flow and Operating Performance>Cash Flow

Purpose

The Cash Flow report displays key performance indicators (KPIs) for all properties or a segment of a portfolio. On one report, information is graphically and numerically presented with performance charts for quick and easy analysis of portfolio performance.

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Use Selected Data	Forecast Only
Report Format	Total Portfolio
Begin Date	1/1/2013
End Date	12/31/2019
Print Interval	Yearly
Print Annual Totals	No
Discount Method	Annual
Revenue/Expense Detail	Show All - Simple
Options	
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.

Filter Basis	<p>All: Auto selects All Properties in the Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Use Selected Data	Specify the data type. The default option is Forecast Only.	
Report Format	<p>Total Portfolio (Default): Report adds the totals for total assured income and total speculative income.</p> <p>Assured & Speculative Income: Report divides into the following sections:</p> <ol style="list-style-type: none"> Assured Income: Calculated from tenants with a lease status that is set to contract or contract renewal. Speculative Income: Calculated from tenants with a lease status that is set to speculative, option, month to month, holdover, or a custom lease status. Note that speculative income will also be calculated from tenants who have rolled into the market profile terms. <p>Assured Cash Flow: The tenant revenue section of the report only shows assured income.</p>	<p>In order to display assured cash flow, you must select Calculate Assured Income in the Modeling Policies window for all properties in the report. Another way to display assured cash flow is to select Yes in the Calculate Assured Income field in the Portfolio Details tab.</p> <p>For multifamily and hotel property types, the assured and speculative income and the assured cash flow formats will not be available. For mixed use properties with a multifamily component, the multifamily revenue generated from the multifamily units entered will be treated as speculative.</p>

Begin Date	Begin Date: Data prior to this date is not included.	
End Date	End Date: Data after this date is not included.	
Print Interval	<p>Select a frequency interval to display the report.</p> <p>Yearly: Displays the report data on a yearly basis in each column.</p> <p>Quarterly: Displays the report data on a yearly basis in each column.</p> <p>Monthly: Displays the report data on a yearly basis in each column.</p>	
Print Annual Totals	<p>Yes: Displays annual totals in a column after the selected period for Quarterly and Monthly print intervals.</p> <p>No: Does not display annual totals.</p>	
Discount Method	<p>Select the frequency for cash flows to be discounted:</p> <p>Monthly: Discount cash flows on a monthly basis.</p> <p>Monthly in Advance: Discount cash flows monthly in advance. The cash flow and deficit funding amounts report in the prior period for the IRR sections.</p> <p>Quarterly: Discount cash flows on a quarterly basis.</p> <p>Semi-Annual: Discount cash flows on a semi-annual basis.</p> <p>Annual: Discount cash flows on an annual basis.</p>	<p>IRR section displays when the Include IRR, Purchase, Finance, Sale Details option is selected.</p> <p>IRR results occur on the portfolio level and are not pulling from the property reported values.</p> <p>To match the values to the property level report:</p> <ul style="list-style-type: none"> • Discount Method must match the option selected on the property level: Valuation tab>Present Value sub-tab>Discount Method. See also, Present Value. • Begin Date must match the property's Valuation (PV/IRR Date): Valuation tab>Present Value sub-tab>Timing: Primary Discount Period. See also, Present Value.

		<ul style="list-style-type: none"> • Show Non-Operating Expenses must be unchecked.
Revenue/Expense Detail	<p>Show All: Includes headers, accounts, and details for revenue and expense data.</p> <p>Show Accounts: Includes accounts and details for revenue and expense data.</p> <p>Aggregate All: Aggregates all headers, accounts, and details revenue and expense data.</p> <p>Show All - Simple: Includes headers but hide accounts and details for revenue and expense data.</p> <p>Show Accounts - Simple: Includes all accounts and hide details for revenue and expense data.</p>	
Options	<p>Show Account Number: Includes account numbers.</p> <p>Sort by Account Number: Sorts using account numbers as references.</p> <p>Consolidate by Account Number: Consolidates revenue and/or expense line items with the same account number into a single line item. This can be useful for a portfolio with no attached COA.</p> <p>Break Out Properties: Breaks out the properties into separate sections.</p> <p>Expense Notes in Break Out: Includes expense notes in the break outs.</p> <p>Show Property List: Includes a complete property list.</p> <p>Show Non-Operating Expenses: Includes non-operating expenses.</p>	<p>For items appearing in different sections of the report, those items consolidate but remain in that section of the report.</p> <p>If you elect to show Non-Operating Expenses, the report includes Non-Operating Expenses after NOI and above Capital Expenditure and calculates all totals to include Non-Operating Expenses.</p> <p>Activating Include IRR, Purchase, Finance, Sale Details:</p>

	<p>Include Year After Resale: Shows cash flow for the year after the property sale.</p> <p>Include IRR, Purchase, Finance, Sale Details: Displays an additional Start Date column (Period 0), adds Unleveraged IRR & Leveraged IRR sections displaying all values used for IRR calculations, and adds the Financing section.</p>	<ul style="list-style-type: none"> • Displays the Purchase Price and Financing details that occur before or as of the Begin Date parameter entry. • Suppresses the following detail sections: <ul style="list-style-type: none"> • Proceeds • Loan Costs • Deficit Funding • Balloon Payments
Amounts Reported As	<p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

See Also: Repertoire Reports

Repertoire Reports: Dashboard

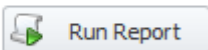
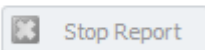
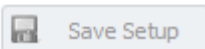
Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Cash Flow and Operating Performance>Dashboard.

Purpose

The Dashboard report displays key performance indicators (KPIs) for all properties or a segment of a portfolio. On one report, information is graphically and numerically presented with performance charts for quick and easy analysis of portfolio performance.

See Also: Repertoire Reports
Saved Setups

Property Filter	Current Selection ▼
Filter Basis	All ▼
Properties	All Properties ▼
Begin Date	1/1/2014 ▼
End Date	2/28/2019 ▼
Group By	Property Type ▼
Options	▼
Amounts Reported As	Ones ▼
Currency And Area	Scenario ▼
Report Subtitle	

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Group Name: Uses the property names from your user defined Property Filters. You must create custom Property Filters to select them here.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	All: Auto selects All Properties in the Current Properties field.	

	<p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio. Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Begin Date	Data prior to this date will not be included.	
End Date	Data after this date will not be included.	
Group By	<p>Group data by property information. The following are examples of possible options:</p> <ul style="list-style-type: none"> Property Type Fund Region Lender Asset Manager Property Manager City State/Territory Country Preparer Year Built Class New None 	Options are dynamic and your available selection depends upon current property information.
Options	<p>Show Property List: Includes a list of properties.</p> <p>None: Does not include a list of properties.</p>	

Amounts Reported As	<p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

Repertoire Reports: Executive Financial Summary

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Cash Flow and Operating Performance>Executive Financial Summary

Purpose

The Executive Financial Summary report is an executive report which displays key operating metrics for one or more properties for one year.

See Also: Repertoire Reports

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
As of Date	Select the start date for presenting data.	
Group By	<p>Group data by property information.</p> <p>Property Type</p> <p>City</p> <p>State / Territory</p> <p>Zip / Postal Code</p> <p>Country</p> <p>Preparer</p>	Options are dynamic and your available selection depends upon current property information.

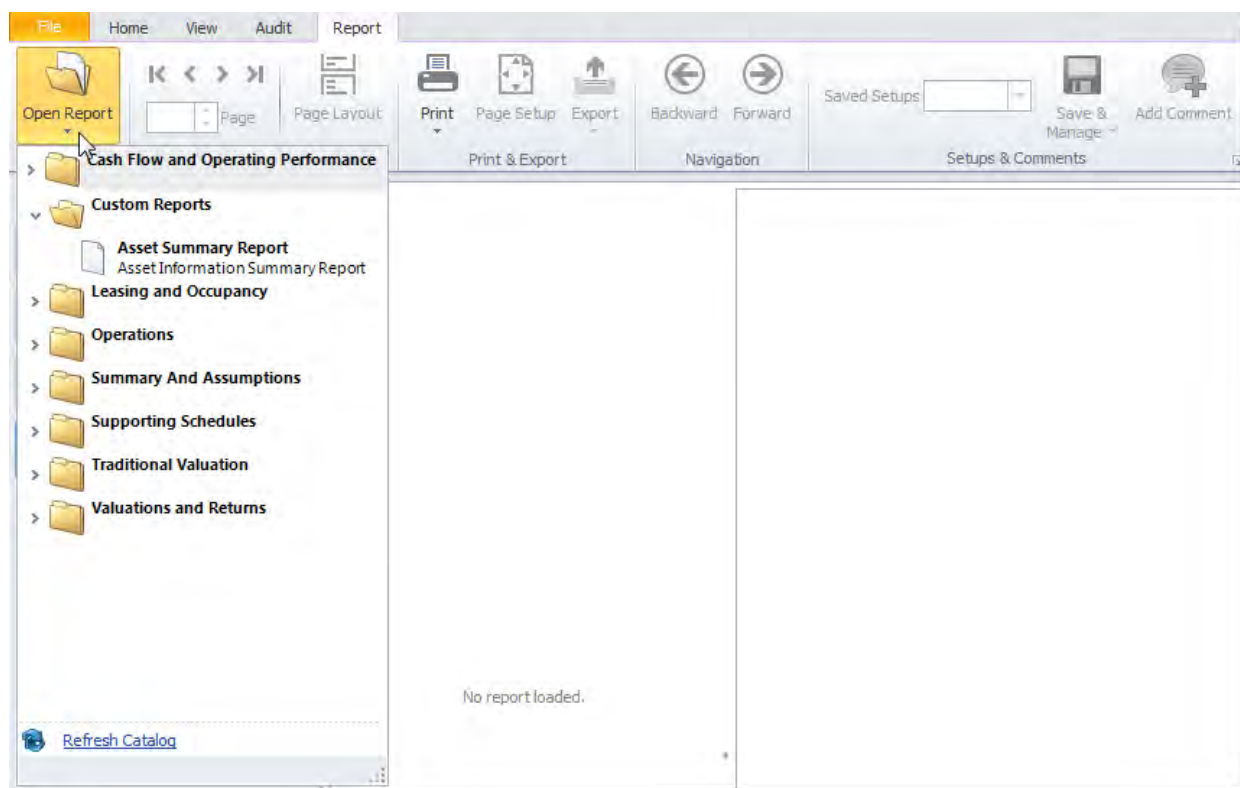
	Year Built Fund Region Asset Manager Property Manager New Primary Use Sector Region Class None	
Reporting Unit	Select a reporting unit: Amount Amount Per Area	
	Amount Per Room	Hotel properties only.
Columns to Display	Select which columns to display: External ID Building Area Number of Rooms Rental Revenue Other Tenant Revenue Other Revenue Potential Gross Revenue Vacancy and Credit Loss Effective Gross Revenue Multifamily Revenue Hotel Revenue Operating Expenses Effective Revenue Net Operating Income Tenant Improvements Leasing Commissions Capital Expenditures Non-Operating Expenses Cash Flow Before Debt Debt Service	

	Cash Flow After Debt	
Amounts Reported As	Ones: Does not round amounts. Thousands: Rounds amounts in thousands. Millions: Rounds amounts in millions.	
Currency and Area	Scenario (Default) Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

Repertoire Reports: Custom

Purpose

The Business App Toolkit provides an easy way to upload your custom reports so they are available with the ARGUS Enterprise portfolio reports. To access a custom report, choose the **Open Report** on the Ribbon, and then select the appropriate report by name from the Custom folder.



See Also: Web Form Integration

Repertoire Reports

Custom Reports

Business App Toolkit

Leasing and Occupancy: Repertoire Reports: Average Daily Rate and Revenue per Available Room Comparison


Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Leasing and Occupancy>ADR and RevPAR Comparison


Purpose


The Average Daily Rate and Revenue per Available Room Comparison report allows you to perform a comparison between hotel properties in a portfolio.

Note: This report only runs for hotel properties.

Property Filter	Current Sel... ▼
Filter Basis	All ▼
Current Properties	All Properties ▼
Comparison Portfolio	▼
Comparison Scenario	▼
Comparison Filter	Primary Sel... ▼
Comparison Filter Basis	Primary Sel... ▼
Comparison Properties	▼
Current Scenario Data Set	Forecast Only ▼
Comparison Scenario Data Set	▼
Begin Date	1/1/2014 ▼
End Date	12/31/2019 ▼
Print Interval	Yearly ▼
Group By	None ▼
Options	Show Varia... ▼
Variance	Comparison... ▼
Amounts Reported As	Ones ▼
Currency and Area	Scenario ▼
Report Subtitle	

 Run Report

 Stop Report

 Save Setup

See Also: Saved Setups; Repertoire Reports

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Current Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Comparison Portfolio	Select a portfolio to compare.	
Comparison Scenario	<p>Select a comparison scenario.</p> <p>The default option for this field is Base Scenario.</p> <p>You must create additional scenarios to select them here. For more information, see Scenarios.</p>	
Comparison Filter	<p>Primary Selection: Uses your choices in the Property Filter, Filter Basis, and Current Properties pick lists and auto selects All in the Comparison Filter Basis field.</p> <p>All Properties: Uses all the properties in the comparison portfolio.</p> <p>Custom Filter: Uses all the properties in the user defined custom Filter.</p>	
Comparison Filter Basis	All: Auto selects All Properties in the Current Properties field.	

	<p>Only Those Selected: Includes only those properties you select in the Current Properties pick list.</p> <p>Excluding Those Selected: Excludes those properties you select in the Current Properties pick list.</p>	
Comparison Properties	Select the comparison hotel properties. The default option for this field is All Properties.	
Current Scenario Data Set	The default option is Forecast Only.	
Comparison Scenario Data Set	The default option is Forecast Only.	
Begin Date	Begin Date: Data prior to this date will not be included.	
End Date	End Date: Data after this date will not be included.	
Print Interval	Select a frequency interval for the report: Monthly Quarterly Yearly	
Group By	<p>Groups data according to property information.</p> <p>City: Groups data by the city name.</p> <p>State/Territory: Groups data by the state/territory name.</p> <p>Country: Groups data by the country name.</p> <p>Preparer: Groups data by the preparer name.</p> <p>Year Built: Groups data by the year the property was built.</p> <p>Fund: Groups data by fund name.</p> <p>Region: Groups data by region.</p> <p>Asset Manager: Groups data by asset manager.</p> <p>Property Manager: Groups data by property manager name.</p> <p>New Primary Use Sector</p>	Options are dynamic and your available selection depends upon current property information.

	None : Does not group data.	
Options	Show/hide the property list. Show Property List : Includes a list of properties. None : Does not include a list of properties.	
Variance	Current - Comparison : The Variance column total equals the current amount less the comparison amount. Comparison - Current (Default) : The Variance column total equals the comparison amount less the current amount. Hide : Hides the Variance column.	
Amounts Reported As	Ones : Does not round amounts. Thousands : Rounds amounts in thousands. Millions : Rounds amounts in millions.	
Currency And Area	Scenario (Default) Local : Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

Repertoire Reports: Average Daily Rate and Revenue per Available Room

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Leasing and Occupancy>ADR and RevPAR

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Use Selected Data	Forecast Only
Begin Date	1/1/2013
End Date	12/31/2034
Print Interval	Yearly
Group By	None
Options	None
Amounts Reported As	Ones
Currency and Area	Scenario
Report Subtitle	

Purpose

The Average Daily Rate and Revenue per Available Room report allows you to analyze the revenue patterns and daily rates for each of the available rooms in hotel properties.

Note: This report only runs for hotel properties.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>Define the Property Filter.</p> <p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p>	

	Excluding Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.	
Properties	Select the properties to include.	Hotel properties display if you have selected them or if they are part of the currently selected Property Filter.
Use Selected Data	Specify the data type. The default option is Forecast Only .	
Begin Date	Begin Date: Data prior to this date will not be included.	
End Date	End Date: Data after this date will not be included.	
Print Interval	Select the frequency interval to display: Yearly Quarterly Monthly	
Group By	City: Group data by the city name. State/Territory: Group data by the state/territory name. Country: Group data by the country name. Preparer: Group data by the preparer name. Year Built: Group data by the year the property was built. Fund: Group data by the fund name. Region: Group data by region. Asset Manager: Group data by asset manager. Property Manager: Group data by asset manager. Class: Group data by class. None: Will not group data.	Group data property information. Options are dynamic and your available selection depends upon current property information. The Group By field will only make options available that have related property information filled out.
Options	Include/exclude property list. Show Property List: Includes a list of properties. None: Will not include a property list.	


Amounts Reported As	<p>Select how amounts are rounded.</p> <p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	


See Also: Repertoire Reports


Repertoire Reports: Lease Expiration

Navigation: **File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Leasing and Occupancy>Lease Expiration.**

Property Filter	Current Selection	▼
Filter Basis	All	▼
Properties	All Properties	▼
Begin Date	1/1/2013	▼
End Date	12/31/2034	▼
Optional Columns	Property Name Leas...	▼
Remaining Term	Weight Avg by Area	▼
Group By	None	▼
Sub-Group	None	▼
Lease Period	All Leases	▼
Lease Status	Contract Speculativ...	▼
Leases to Display	All Leases	▼
Initial View	All Expanded	▼
Currency and Area	Scenario	▼
Report Subtitle		

 Run Report

 Stop Report

 Save Setup

Purpose

The Lease Expiration report provides the data needed to perform an analysis of the lease expiration activity across a group of properties over an extended time series. To access this report, choose **Open Report** on the Ribbon and then select **Lease Expiration** from the Leasing and Occupancy category.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Includes only those properties you select in the Current Properties pick list.</p> <p>Excluding Those Selected: Excludes those properties you select in the Current Properties pick list.</p>	
Properties	Select the properties to include. This field auto-populates based on your selection in the Filter Basis field. The default is All Properties.	
Begin Date	Data prior to this date will not be included.	
End Date	Data after this date will not be included.	
Optional Columns	<p>Property Name: Include property names.</p> <p>External ID: Include the external identification numbers.</p> <p>Lease Type: Include the lease types.</p> <p>Begin Date: Include the begin dates.</p> <p>Expiration Assumption: Include the expiration assumptions.</p> <p>Expiring Area: Include the expiring area.</p>	

	<p>Building Share %: Include the building share %.</p> <p>Base Rent: Include the base rent.</p> <p>Base Rent/Area: Include the base rent per area.</p> <p>Market Rent: Include the market rent.</p> <p>Market Rent/Area: Include the market rent per area.</p> <p>Rent vs. Market Rent: Include the rent vs. market rent.</p> <p>Effective Rent: Include the effective rent.</p> <p>Effective Rent/Area: Include the effective rent per area.</p> <p>Effective Market Rent: Include the effective market rent.</p> <p>Effective Market/Area: Include the effective market rent per area.</p> <p>Effective Rent vs Effective Market Rent: Include the effective rent vs. effective market rent.</p>	
Remaining Term	<p>Weight Avg by Area: Measures how many months until the average unit of rentable area expires.</p> <p>Weight Avg by Rent: Measures how many months until the average unit of passing rent expires. See also the Weighted Average Lease Expiration Calculation Examples.</p>	<p>Select how you want to calculate the weighted average lease expiration (WALE). WALE is a measure of a collection of leases to expiration events.</p> <p>It represents the measure of how many months will pass until the average unit of rentable are expires or until the average unit of passing rent expires.</p> <p>It is used as a measure of risk for lease income volatility; therefore, only leases currently in place as of the present value/internal rate of return (PV/IRR) date are included. Leases that start in the future are not included.</p>

Group By	Property Name Property Type Fund Region Asset Manager Property Manager Tenant Name Class Expiration Year Upon Expiration Credit Tenants Anchor Lease Status Lease Type None	Group data according to property information. Options are dynamic and your available selection depends upon current property information.
Subgroup By	Property Name Property Type Fund Region Asset Manager Property Manager Tenant Name Class Expiration Year Upon Expiration Credit Tenants Anchor Lease Status Lease Type None	Sub-group data according to property information. Options are dynamic and your available selection depends upon current property information.
Lease Period	<p>Base Only: Include only leases in the base period.</p> <p>Base and Options Only: Include leases in both the base and options periods.</p> <p>All Leases: Include all leases in all periods.</p>	

Lease Status	<p>Base Only: Include only base leases.</p> <p>Base and Option Only: Include base and option leases.</p> <p>All Leases: Include all leases.</p> <p>Contract: Include leases under contract.</p> <p>Speculative: Include speculative leases.</p> <p>Contract Renewal: Include leases in contract renewal.</p> <p>Option: Include leases in the option period.</p> <p>Month-to-Month: Include leases on a month-to-month basis.</p> <p>Holdover: Include leases in holdover.</p>	
Leases to Display	<p>All Leases</p> <p>Top 5</p> <p>Top 10</p> <p>Top 15</p> <p>Top 20</p> <p>Top 25</p> <p>Top 50</p> <p>Top 75</p> <p>Top 100</p>	
Initial View	<p>None: Hide data from the Sub-Group By field.</p> <p>Groups Expanded: Include data from the Sub-Group By field.</p> <p>All Expanded: Include all data from the Sub-Group By and Group-By fields.</p>	
Currency and Area	<p>The Currency and Area field controls whether the report will be generated using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	




	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.	
Report Subtitle	Type a detailed description.	

See Also: Repertoire Reports

Repertoire Reports: Leasing Activity

Navigation: **Home>Property Portfolios>Reports tab>Open Report>Leasing and Occupancy>Leasing Activity.**

Property Filter	Current Selection ▼
Filter Basis	All ▼
Properties	All Properties ▼
Begin Date	1/1/2014 ▼
End Date	12/31/2019 ▼
Optional Columns	Lease Status Base ... ▼
Group By	None ▼
Sub-Group	None ▼
Lease Status	Contract Speculativ... ▼
Leases to Display	All Leases ▼
Initial View	All Expanded ▼
Currency And Area	Scenario ▼
Report Subtitle	

 Run Report
  Stop Report
  Save Setup

Purpose

The Leasing Activity report displays key lease information for all tenants leasing up within a defined period of time.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection (Default): Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter. For more information, see Property Filters.</p>	For more information, see Generate Portfolio Reports with Filters.

Filter Basis	<p>All (Default): Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report.</p> <p>Excluding Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Begin Date	<p>Begin Date: Data prior to this date will not be included. Default is the earliest Analysis Begin date in the portfolio.</p>	
End Date	<p>End Date: Data after this date will not be included. Default is the latest Analysis End date in the portfolio.</p>	
Optional Columns	Select/deselect optional columns for the report.	
Group By	<p>Group data by property information. Options are dynamic and your available selection depends upon current property information. The following are examples of possible options:</p> <p>Property Name</p> <p>Property Type</p> <p>Fund</p> <p>Region</p> <p>Asset Manager</p> <p>Property Manager</p> <p>Tenant Name</p>	

	<p>Class</p> <p>Expiration Year</p> <p>Upon Expiration</p> <p>Credit Tenants</p> <p>Anchor</p> <p>Lease Status</p> <p>Lease Type</p> <p>None (Default)</p>	
Sub-Group By	<p>Subgroup data by property information. Options are dynamic and your available selection depends upon current property information. The following are examples of possible options:</p> <p>Property Name</p> <p>Property Type</p> <p>Fund</p> <p>Region</p> <p>Asset Manager</p> <p>Property Manager</p> <p>Tenant Name</p> <p>Class</p> <p>Expiration Year</p> <p>Upon Expiration</p> <p>Credit Tenants</p> <p>Anchor</p> <p>Lease Status</p> <p>Lease Type</p> <p>None (Default)</p>	
Lease Status	<p>Contract: Includes leases under contract.</p> <p>Speculative: Includes speculative leases.</p> <p>Contract Renewal: Includes leases in contract renewal.</p> <p>Option: Includes leases in the option period.</p>	


	<p>Month-to-Month: Includes leases on a month-to-month basis.</p> <p>Holdover: Includes leases in holdover.</p>	
Leases to Display	<p>Select which leases to display:</p> <p>All Leases (Default)</p> <p>Top 5</p> <p>Top 10</p> <p>Top 15</p> <p>Top 20</p> <p>Top 25</p> <p>Top 50</p> <p>Top 75</p> <p>Top 100</p>	
Initial View	<p>None: Hides data selected in the Sub-Group By field.</p> <p>Groups Expanded: Includes data selected in the Sub-Group By field.</p> <p>All Expanded (Default): Includes data selected in the Sub-Group By and Group-By fields.</p>	
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	


See Also: Repertoire Reports


Repertoire Reports: Net Absorption

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Leasing and Occupancy>Net Absorption

Property Filter	Current Selection ▼
Filter Basis	All ▼
Properties	All Properties ▼
Begin Date	3/28/2018 ▼
End Date	2/27/2019 ▼
Lease Status	Select All ▼
Print Interval	Monthly ▼
Group By	None ▼
Include Tenant Breaks	No ▼
Currency and Area	Scenario ▼
Report Subtitle	

 Run Report

 Stop Report

 Save Setup

Purpose

The Net Absorption report displays a consolidated report of all properties in a given portfolio, constituting asset acquisition or disposition and all expected leasing activities (expiration, absorption, renewal, new leasing) in a specified time frame. Net absorption and tenant retention statistics are critical metrics for asset and portfolio performance. To access this report, choose the Open Report on the Ribbon and then select Net Absorption from the Leasing and Occupancy category.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection (Default): Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Property Filter: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.

	For more information, see Property Filters.	
Filter Basis	<p>All (Default): Auto selects All Properties in the Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select will be included in the report.</p> <p>Excluding Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select will be excluded from the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select/deselect properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Begin/End Dates	<p>Begin Date: Data prior to this date will not be included. Default is the earliest Analysis Begin date in the portfolio.</p> <p>End Date: Data after this date will not be included. Default is the latest Analysis End date in the portfolio.</p>	
Lease Status	<p>Select All (Default): Displays all lease status types.</p> <p>Contract Only: Displays only contract leases.</p>	
Print Interval	<p>Select the frequency interval to display:</p> <p>Yearly</p> <p>Quarterly</p> <p>Monthly (Default)</p>	
Group By	<p>Group data by property information. Options are dynamic and your available selection depends upon current property information. The following are examples of possible options:</p> <p>Property Type</p>	




	City State/Territory Country Preparer Year Built Asset Manager Fund Property Manager Region None (Default)	
Include Tenant Breaks	Choose whether to include tenant lease breaks: Yes No (Default)	
Currency And Area	Scenario (Default) Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

See Also: Repertoire Reports

Repertoire Reports: Net Effective Rent

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Leasing and Occupancy>Net Effective Rent

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Begin Date	1/1/2014
End Date	12/31/2019
Print Interval	Yearly
Optional Columns	Suite Lease Status...
Group By	Property Name
Initial View	Groups Expanded
Currency And Area	Scenario
Report Subtitle	

 Run Report
  Stop Report
  Save Setup

Purpose

The Net Effective Rent report displays leases in selected groups. The column on the right side of the report provides a time-series display of the net effective rent for each lease reported as of the lease start date. This allows you to view net effective rent for comparable leases and provides a convenient way of displaying the income potential for newly signed leases. To access this report, choose the Open Report on the Ribbon and then select Net Effective Rent from the Leasing and Occupancy category.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection (Default): Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Property Filter: Uses the properties contained in the user defined Property Filter. For more information, see Property Filters.</p>	For more information, see Generate Portfolio Reports with Filters.

Filter Basis	<p>All (Default): Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report.</p> <p>Excluding Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Begin/End Dates	<p>Begin Date: Data prior to this date will not be included. Default is the earliest Analysis Begin date in the portfolio.</p> <p>End Date: Data after this date will not be included. Default is the latest Analysis End date in the portfolio.</p>	
Print Interval	Select the frequency interval to display.	
Optional Columns	<p>Select/deselect optional columns for the report:</p> <p>External ID: Deselected by default.</p> <p>Suite: Selected by default.</p> <p>Lease Status: Selected by default.</p> <p>Area: Selected by default.</p> <p>Begin Date: Selected by default.</p> <p>End Date: Selected by default.</p> <p>Lease Term: Selected by default.</p> <p>Net Effective Rent Period: Selected by default.</p>	
Group By	<p>Group data by property information. Options are dynamic and your available selection depends upon current property information. The following are examples of possible options:</p> <p>Property Name</p>	


	Property Type Country State/Territory City Preparer Year Built Asset Manager Fund Region Asset Manager Property Manager None (Default)	
Initial View	Select how much detail to view when you first run the report: None Groups Expanded (Default)	
Currency And Area	Scenario (Default) Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	


See Also: Repertoire Reports


Repertoire Reports: Occupancy Comparison

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Leasing and Occupancy>Occupancy Comparison

Property Filter	Current Selection
Filter Basis	All
Current Properties	All Properties
Comparison Portfolio	
Comparison Scenario	
Comparison Filter	Primary Selection
Comparison Filter Basis	Primary Selection
Comparison Properties	
Begin Date	1/1/2016
End Date	12/31/2020
Print Interval	Yearly
Group By	None
Options	
Variance	Comparison - Current
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	

 Run Report

 Stop Report

 Save Setup

Purpose

The Portfolio Occupancy Comparison reports provide a comparative view of the occupancy of properties within two different scenarios.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection (Default): Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Property Filter: Uses the properties contained in the user defined property Filter. For more information, see Property and Tenant Filters.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.</p>	
Current Properties	<p>All Properties: Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	Default based on selection in Filter Basis. Available if you select Only Those Selected or Exclude Those Selected in Filter Basis.
Comparison Portfolio	Select a portfolio to compare.	Your available portfolios display in the pick list.
Comparison Scenario	<p>Base Scenario (Default): Uses the Base Scenario as the basis for the comparison.</p> <p>Custom Scenarios: You can create scenarios in the Scenarios tab. For more information, see Scenarios.</p>	
Comparison Filter	Primary Selection: Uses your choices in the Property Filter, Filter Basis, and Current Properties pick lists and auto selects Primary Selection for Comparison Filter Basis.	Default is based on selection in Property Filter. Available if you selected a Comparison Scenario.

	All Properties (Default): Uses all the properties in the comparison portfolio.	
Comparison Filter Basis	<p>All (Default): Selects all properties as the comparison Filter basis.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Comparison Properties field. Includes selected properties in the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Comparison Properties field. Excludes selected properties in the report.</p>	Available if you selected All Properties for Comparison Filter.
	Primary Selection: Auto-populates if you select Primary Selection in Comparison Filter.	Available if you selected Primary Selection for Comparison Filter.
Comparison Properties	Select the properties you want to use in the comparison scenario. Primary Selection (Default)	Available if you selected Primary for Comparison Filter Basis.
Begin Date	Type/select a date. Data prior to this date will not be included. Default is the earliest Analysis Begin date in the portfolio.	
End Date	Type/select a date. Data after this date will not be included. Default is the latest Analysis End date in the portfolio.	
Print Interval	Select the frequency interval to display: Yearly (Default) Quarterly Monthly	

Group By	<p>Group data by property information. Options are dynamic and your available selection depends upon current property information. The following are examples of possible options:</p> <p>Primary Use Property Type City State/Territory Country Preparer Year Built Fund (Default) Region Asset Manager Property Manager Class None</p>	
Options	<p>Select/deselect the check boxes and click OK.</p> <p>Include Multi-family: Shows multi-family if checked.</p> <p>Show Variance %: Shows the variance percent if checked.</p> <p>Use Lease Execution Date: Shows leased area, building area, and leased percent if checked. If this option is unchecked, shows occupied area, building area, and occupied percent.</p>	<p>If Use Lease Execution Date is checked, while there is no input for the lease execution date for a tenant, then the leased area and % will be calculated based on the lease start date.</p>
Variance	<p>Current - Comparison: The Variance column total equals the current amount less the comparison amount.</p> <p>Comparison - Current (Default): The Variance column total equals the comparison amount less the current amount.</p> <p>Hide: Hides the Variance column.</p>	



Amounts Reported As	Ones: Does not round amounts. Thousands (Default): Rounds amounts in thousands. Millions: Rounds amounts in millions.	
Currency And Area	Scenario (Default) Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	


See Also: Repertoire Reports
Saved Setups

Repertoire Reports: Occupancy

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Leasing and Occupancy>Occupancy.

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Begin Date	1/1/2014
End Date	2/28/2019
Print Interval	Yearly
Group By	None
Amounts Reported As	Ones
Currency And Area	Scenario
Options	Include Multifamily
Report Subtitle	

 Run Report
  Stop Report

 Save Setup

Purpose

The Occupancy report displays a portfolio view of occupancy with summary data based on the user-defined groupings.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection (Default): Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Property Filter: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All (Default): Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the</p>	

	<p>Current Properties field. Properties you select will be included in the report.</p> <p>Excluding Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Begin Date	<p>Begin Date: Data prior to this date will not be included. Default is the earliest Analysis Begin date in the portfolio.</p>	
End Date	<p>End Date: Data after this date will not be included. Default is the latest Analysis End date in the portfolio.</p>	
Print Interval	<p>Select the frequency interval to display:</p> <p>Yearly (Default)</p> <p>Quarterly</p> <p>Monthly</p>	
Group By	<p>Group data by property information. The following are examples of possible options:</p> <p>Property Type</p> <p>City</p> <p>State/Territory</p> <p>Country</p> <p>Preparer</p> <p>Year Built</p> <p>Fund</p> <p>Region</p> <p>Asset Manager</p> <p>Property Manager</p> <p>None (Default)</p>	Options are dynamic and your available selection depends upon current property information.
Amounts Reported As	<p>Ones (Default): Does not round amounts.</p> <p>Thousands: Round amounts in thousands.</p> <p>Millions: Round amounts in millions.</p>	
Currency And Area	<p>Scenario (Default)</p>	

	<p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.</p>
Options	<p>Select/deselect the check boxes and click OK.</p> <p>Include Multi-family: Shows multi-family if checked.</p> <p>Use Lease Execution Date: Shows leased area, building area, and leased percent if checked. If this option is unchecked, shows occupied area, building area, and occupied percent.</p>	<p>If Use Lease Execution Date is checked, while there is no input for lease execution date for a tenant, then the leased area and % will be calculated based on the lease start date.</p>
Report Subtitle	Type a detailed description.	

See Also: Repertoire Reports

Repertoire Reports: Rent Roll-Current

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Leasing and Occupancy>Rent Roll-Current

Purpose

The Rent Roll-Current report displays the Tenant Rent Roll based on a user-defined date. To access this report, choose the **Open Report** on the Ribbon and then select Rent Roll-Current from the Leasing and Occupancy category.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection (Default): Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All (Default): Auto selects All Properties in the Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select will be included in the report.</p> <p>Excluding Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select will be excluded from the report.</p>	
Properties	<p>All Properties (Default)</p> <p>Select only the properties to include.</p>	This field auto-populates based on your selection in the Filter Basis field.
As of Date	Type/select a start date.	
Group By	<p>Group data by property information. Options are dynamic and your available selections depend upon current property information.</p> <p>Fund</p> <p>Region</p> <p>Asset Manager</p> <p>Property Manager</p> <p>New</p>	

	Credit Tenants Risky Lease Status Lease Type Property Type City State/Territory Country Preparer Year Built Fund Region None (Default)	
Sub-Group By	Group data by property information. Options are dynamic and your available selection depends upon current property information. Property Type Fund Region Asset Manager Property Manager Tenant Name Lease Start Year Lease Period Credit Tenants Risky Lease Status Lease Type City State/Territory Country Preparer Year Built Fund Region None (Default)	

Options	<p>Show Interactive Sort (Default): Includes arrows for sorting at the top of each column.</p> <p>Show Property List: Includes data listed by property at the bottom of the report.</p>	
Currency And Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

See Also: Repertoire Reports

Repertoire Reports: Rent Roll-Presentation


Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Leasing and Occupancy>Rent Roll-Presentation.


Purpose


The Rent Roll – Presentation report displays the Tenant Rent Roll for all tenants and spaces for a defined period of time. This report will display key tenant data for current and future spaces. To access this report, choose the Open Report on the Ribbon and then select Rent Roll-Presentation from the Leasing and Occupancy category.

See Also: Repertoire Reports

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
As of Date	1/1/2016
Group By	None
Sub-Group	None
Initial View	All Expanded
Lease Term	Current Term Only
Sort By	None
Currency And Area	Scenario
Report Subtitle	

 Run Report

 Stop Report

 Save Setup

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	All: Auto selects All Properties in the Current Properties field.	

	<p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report.</p> <p>Excluding Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.</p>	
Properties	Select the properties to include.	This field auto-populates based on your selection in the Filter Basis field. The default is All Properties.
As of Date	Select a start date for presenting data.	
Group By	Property Type City State/Territory Country Preparer Year Built Asset Manager Fund Property Manager Region None	Group data by property information. Options are dynamic and your available selection depends upon current property information.
Sub-Group	Property Type City State/Territory Country Preparer Year Built Asset Manager Fund Property Manager Region None	Sub-group data by property information. Options are dynamic and your available selection depends upon current property information.

Initial View	<p>None: Hide data from the Sub-Group By field.</p> <p>Groups Expanded: Include data from the Sub-Group By field.</p> <p>All Expanded: Include data from the Sub-Group By and Group-By fields.</p>	
Lease Term	<p>All Terms: Shows leases that are in place as of the report date and all future leases.</p> <p>Current Term Only: Shows only leases that are in place as of the report date.</p>	
Sort By	<p>None: No sorting.</p> <p>Tenant Name: Sort data by tenant name.</p> <p>Suite: Sort data by suite number.</p> <p>Lease Start: Sort data by lease start date.</p> <p>Lease Term: Sort data by lease term.</p> <p>Building Area: Sort data by building area .</p> <p>Building Area Share %: Sort data by building area share %.</p>	
Currency and Area	<p>Scenario Local</p>	<p>The Currency and Area field controls whether the report will be generated using the local currency and area measures without having to create new scenarios at the portfolio level.</p> <p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.</p>
Report Subtitle	Type a description.	

Repertoire Reports: Tenant Retention



Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Leasing and Occupancy>Tenant Retention.


Purpose

The Tenant Retention report allows you to gain a better understanding of the factors influencing tenants' renewal decisions in specific market segments. This allows you to track trends over time. You can view tenants by lease status, and you can group them to facilitate your analysis. To access this report, choose the **Open Report** on the Ribbon and then select Tenant Retention from the Leasing and Occupancy category.

See Also: Repertoire Reports

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Begin Date	1/1/2016
End Date	12/31/2021
Lease Status	Select All
Print Interval	Yearly
Group By	None
Include Tenant Breaks	No
Optional Columns	Lease Status Lea...
Column Hierarchy	By Period
Initial View	Rows Expanded
Currency And Area	Scenario
Report Subtitle	

 Run Report
 Stop Report

 Save Setup

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p>	For more information, see Generate Portfolio Reports with Filters.

	Custom Filter Name: Uses the properties contained in the user defined Property Filter.	
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Begin Date	Data prior to this date will not be included.	
End Date	Data after this date will not be included.	
Lease Status	<p>Select All (Default): Displays all lease status types.</p> <p>Contract Only: Displays only contract leases.</p>	
Print Interval	<p>Select a frequency interval to display the report.</p> <p>Yearly</p> <p>Quarterly</p> <p>Monthly</p>	
Group By	<p>Group data according to property information. The following are examples of possible options:</p> <p>Property Name</p>	Options are dynamic and your available selection depends upon current property information.

	Property Type Fund Region Asset Manager Property Manager Tenant Name Class Expiration Year Upon Expiration Credit Tenants Anchor Lease Status Lease Type None	
Include Tenant Breaks	Choose whether to include tenant lease breaks: Yes No (Default)	
Optional Columns	Lease Status: Displays an additional column for lease status. Lease Type: Displays an additional column for lease types.	
Column Hierarchy	By Period: Create a column hierarchy by period. By Unit of Measure: Create a column hierarchy by unit of measure.	
Initial View	None: Hide data for the Sub-Group By field. All Expanded: Display data for the Sub-Group By and Group-By fields. Columns Expanded: Expand the size of columns. Rows Expanded: Expand the size of rows.	
Currency and Area	Scenario (Default) Local: Generates the report, using the local currency and	All properties must have the same currency and area

	area measures without having to create new scenarios at the portfolio level.	measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

Repertoire Reports: Top Tenants



Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Leasing and Occupancy>Top Tenants.


Purpose

The Top Tenants report is a grouped list of all the tenants who collectively pay the greatest amount of base rent or occupy the greatest amount of rentable area on a particular date. The Top Tenants report provides you with insight into exposure to particular tenants across a portfolio of properties. To access this report, choose the **Open Report** on the Ribbon and then select Top Tenants from the Leasing and Occupancy category.

See Also: Repertoire Reports

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
As of Date	3/19/2018
Number of Tenants	5
Top Tenants By	Rent
Rent Components	Base Rent Step Ren...
Optional Columns	Suite Property Nam...
Group By	Tenant Name
Sub-Group By	Property Name
Lease Status	Contract Contract R...
Remaining Term	Weight Avg by Area
Initial View	Groups Expanded
Currency And Area	Scenario
Report Subtitle	

 Run Report
 Stop Report

 Save Setup

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection (Default): Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p>	For more information, see Generate Portfolio Reports with Filters.

	Custom Filter Name: Uses the properties contained in the user defined Property Filter. For more information, see Property Filters.	
Filter Basis	<p>All (Default): Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report.</p> <p>Excluding Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
As of Date	Type/select a start date.	
Number of Tenants	<p>Select the number of tenants to display:</p> <p>All</p> <p>5</p> <p>10</p> <p>15</p> <p>20</p> <p>25</p> <p>50</p>	
Top Tenants By	<p>List top tenants by:</p> <p>Area</p> <p>Rent</p>	
Rent Components	<p>Select rent components:</p> <p>Base Rent</p> <p>Step Rent</p> <p>CPI</p>	

	<p>Free Rent</p> <p>Recoveries</p> <p>Percentage Rent</p> <p>Miscellaneous Rent</p>	
Optional Columns	<p>Select/deselect optional columns for the report.</p> <p>Suite</p> <p>Property Name</p> <p>Property External ID</p> <p>Lease Count</p> <p>Total Annualized Rent</p> <p>Annualized Rent/Area</p> <p>Occupied Area</p> <p>% of Total Area</p> <p>Lease Expiration Date</p> <p>Remaining Lease Term</p> <p>Earliest Break Date</p> <p>Shortest Remaining Term</p>	
Group By	<p>Group data by property information. The following are examples of possible options:</p> <p>Property Name</p> <p>Property Type</p> <p>Fund</p> <p>Region</p> <p>Asset Manager</p> <p>Property Manager</p> <p>Tenant Name</p> <p>Class</p> <p>Expiration Year</p> <p>Upon Expiration</p> <p>Credit Tenants</p> <p>Anchor</p> <p>Lease Status</p> <p>Lease Type</p> <p>None (Default)</p>	<p>Options are dynamic and your available selection depends upon current property information.</p>



Sub-Group By	<p>Subgroup data by property information. The following are examples of possible options:</p> <p>Property Name</p> <p>Property Type</p> <p>Fund</p> <p>Region</p> <p>Asset Manager</p> <p>Property Manager</p> <p>Tenant Name</p> <p>Class</p> <p>Expiration Year</p> <p>Upon Expiration</p> <p>Credit Tenants</p> <p>Anchor</p> <p>Lease Status</p> <p>Lease Type</p> <p>None (Default)</p>	Options are dynamic and your available selection depends upon current property information.
Lease Status	<p>Contract: Includes leases under contract.</p> <p>Speculative: Includes speculative leases.</p> <p>Contract Renewal: Includes leases in contract renewal.</p> <p>Option: Includes leases in the option period.</p> <p>Month-to-Month: Includes leases on a month-to-month basis.</p> <p>Holdover: Includes leases in holdover.</p>	
Remaining Term	<p>Weight Avg by Area: Measures how many months until the average unit of rentable area expires.</p> <p>Weight Avg by Rent: Measures how many months until the average unit of passing rent expires.</p> <p>See also the Weighted Average Lease Expiration Calculation Examples.</p>	<p>Select how you want to calculate the weighted average lease expiration (WALE). WALE is a measure of a collection of leases to expiration events.</p> <p>It represents the measure of how many months will pass until the average unit of rentable are expires or</p>

		<p>until the average unit of passing rent expires.</p> <p>It is used as a measure of risk for lease income volatility; therefore, only leases currently in place as of the present value/internal rate of return (PV/IRR) date are included. Leases that start in the future are not included.</p>
Initial View	<p>None: Hides data selected in the Sub-Group By field.</p> <p>Groups Expanded: Includes data selected in the Sub-Group By field.</p>	
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

Operations: Repertoire Reports: Budget Comparison

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Operations>Budget Comparison

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
As of Date	1/1/2016
Print Interval	Yearly
Revenue/Expense Detail	Show All - Simple
Years of Actual Data	1 Year
Years of Forecast Data	1 Year
Print Amounts per Area	None
Print Amounts Per Room	None
Show Variance 1	Actuals vs. Budget
Show Variance 2	None
Show Variance 3	None
Options	Show Account Number...
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	

 Run Report
  Stop Report

Purpose

The Budget Comparison report displays property level budget comparison information with up to three different variance calculations.

Note: For multi-entity assets (e.g., mixed used, etc.), it allows you to view a portfolio level summary of three years of budget comparison information from one or more individual models with up to three different variance calculations.

Report Parameters

Field	Description	Notes
Property Filter	Current Selection: Uses the properties currently selected in the properties grid.	For more information, see Generate Portfolio Reports with Filters.

	<p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
As of Date	Select the start date for presenting data.	
Print Interval	Select a frequency interval to display the report.	
Revenue/Expense Detail	<p>Show All: Includes headers, accounts, and details.</p> <p>Show Accounts: Includes accounts and details.</p> <p>Aggregate All: Aggregates headers, accounts, and details.</p> <p>Show All - Simple: Includes headers but hides accounts and details.</p> <p>Show Accounts - Simple: Includes accounts and hides details.</p>	
Years of Actual Data	Select a number of actual years.	
Years of Forecast Data	Select a number of forecast years.	
Print Amounts Per Area	<p>All Data Sets: Uses all data sets for amounts per area.</p> <p>Actuals: Uses actuals data for amounts per area.</p>	

	<p>Budget: Uses budget data for amounts per area.</p> <p>Reforecast: Uses re-forecast data for amounts per area.</p> <p>Projected: Uses projected data for amounts per area.</p> <p>None: Does not display.</p>	
Print Amounts Per Room	<p>All Data Sets: Uses all data sets for amounts per room.</p> <p>Actuals: Uses actuals data for amounts per room.</p> <p>Budget: Uses budget data for amounts per room.</p> <p>Reforecast: Uses re-forecast data for amounts per room.</p> <p>Projected: Uses projected data for amounts per room.</p> <p>None: Does not display.</p>	
Show Variance 1, 2, and 3	<p>Actuals vs. Budget: Includes the variance for actuals and budget amounts.</p> <p>Actuals vs. Reforecast: Includes the variance for actuals and reforecast data.</p> <p>Actuals vs. Projected: Includes the variance for actuals and projected data.</p> <p>Budget vs. Actuals: Includes the variance for budget and actuals data.</p> <p>Budget vs. Reforecast: Includes the variance for budget and reforecast data.</p> <p>Budget vs. Projected: Includes the variance for budget and projected data.</p> <p>Reforecast vs. Actuals: Includes the variance for reforecast and actuals data.</p> <p>Reforecast vs. Budget: Includes the variance for reforecast and budget data.</p> <p>Reforecast vs. Projected: Includes the variance for reforecast and projected data.</p> <p>Projected vs. Actuals: Includes the variance for projected and actuals data.</p> <p>Projected vs. Budget: Includes the variance for projected and budget data.</p>	

	<p>Projected vs. Reforecast: Includes the variance for projected and reforecast data.</p> <p>None: Does not include variances.</p>	
Options	<p>Show Comments: Includes variance comments.</p> <p>Show Account Number: Includes account numbers.</p> <p>Sort by Account Number: Sorts using account numbers as references.</p> <p>Show Account Detail: Includes account detail.</p> <p>Print Row if Amounts are All Zero: Includes rows that have amounts that are all zero.</p> <p>Print Occupancy Summary: Includes the occupancy summary.</p> <p>Print ADR Summary: Includes the Available Daily Rate summary. For hotel properties only.</p> <p>Print RevPAR Summary: Includes the RevPAR summary. For hotel properties only.</p> <p>Print Variance %: Includes variance percentages.</p> <p>Break Out Properties: Breaks out properties.</p> <p>Expense Notes in Break Out: Includes expense notes in the property break outs.</p> <p>Show Property List: Includes a complete property list.</p> <p>Show Non-Operating Expenses: Includes non-operating expenses.</p> <p>Show Recoveries by Account Number: Shows recoveries by account number.</p>	Options are dynamic and your available selection depends upon current property information.
Amounts Reported As	<p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	
Currency and Area	Scenario (Default)	

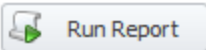
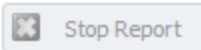
	Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

See Also: Repertoire Reports
Saved Setups

Repertoire Reports: Cash Flow Forecast Comparison

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Operations>Cash Flow Forecast Comparison

Property Filter	Assembled Property Filter
Filter Basis	All
Current Properties	All Properties
Comparison Portfolio	
Comparison Scenario	
Comparison Filter	Primary Selection
Comparison Filter Basis	Primary Selection
Comparison Properties	
Current Scenario Data Set	Forecast Only
Comparison Scenario Data Set	
Begin Date	1/1/2003
End Date	6/30/2028
Revenue/Expense Detail	Show All - Simple
Options	
Variance	Comparison - Current
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	

Purpose

The Cash Flow Forecast Comparison report allows you to compare forecasted cashflows between portfolios for the specified dates. You may either aggregate or show all revenue and expense detail on this report.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p>	For more information, see Generate Portfolio Reports with Filters.

	Custom Filter Name: Uses the properties contained in the user defined Property Filter.	
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Current Properties	Select the properties you want to include in the report in the pick list in the Properties field.	For sold properties, each cash flow row of the Show a zero monthly amount starting the month after the sale month. This will affect all three situations: 1. The last month of the length of analysis is the sale month. 2. The last month of the hold years is the sale month. 3. The month of the fixed date is the sale month.
Comparison Portfolio	Select a comparison portfolio you want to use for the report.	
Comparison Scenario	Select a comparison scenario.	The default option for this field is Base Scenario.
Comparison Filter	<p>Primary Selection: Uses your choices in the Property Filter, Filter Basis, and Current Properties pick lists and auto selects All in the Comparison Filter Basis field.</p> <p>All Properties: Uses all the properties in the comparison portfolio.</p>	The default option for this field is Primary Selection. Select the Property Filter to generate the report.

	Custom Filter: Uses all the properties in the user defined custom Filter.	
Comparison Filter Basis	<p>All: Auto selects All Properties in the Comparison Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Comparison Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Comparison Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Comparison Properties	Select the properties you want to use in the comparison scenario for the report.	
Current Scenario Data Set	Select a data type: Actual + Budget + Forecast Budget + Forecast Actual + Forecast Forecast Only	
Comparison Scenario Data Set	Select a data type: Actual + Budget + Forecast Budget + Forecast Actual + Forecast Forecast Only	
Begin Date	Begin Date: Data prior to this date will not be included.	
End Date	End Date: Data after this date will not be included.	
Revenue/Expense Detail	<p>Show All: Include headers, accounts, and details.</p> <p>Show Accounts: Include accounts and details.</p> <p>Aggregate All: Aggregate headers, accounts, and details.</p>	

	<p>Show All - Simple: Include headers but hide accounts and details.</p> <p>Show Accounts - Simple: Include accounts and hide details.</p>	
Options	<p>Show Variance %: Include the variance percent.</p> <p>Show Account Detail: Include account detail.</p> <p>Show Comments: Include variance comments.</p> <p>Show Account Number: Include account numbers.</p> <p>Sort by Account Number: Sort using account numbers as references.</p> <p>Show Criteria: Include selection criteria.</p> <p>Show Property List: Include a complete property list.</p> <p>Consolidate Properties: Report will consolidate properties under relevant headings.</p> <p>Show Non-Operating Expenses: Include non-operating expenses.</p> <p>Show Recoveries by Account Number: Show recoveries by account number.</p> <p>Include Year After Resale: Include non-operating expenses.</p>	Sort/show various data. Options are dynamic and your available selection depends upon current property information.
Variance	<p>Current - Comparison: The Variance column total equals the current amount less the comparison amount.</p> <p>Comparison - Current (Default): The Variance column total equals the comparison amount less the current amount.</p> <p>Hide: Hides the Variance column.</p>	
Amounts Reported As	<p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	

Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

See Also: Saved Setups

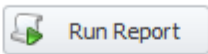
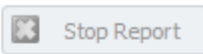
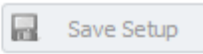
Repertoire Reports: Forecast Summary

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Operations>Forecast Summary.

Purpose

The Forecast Summary displays a combination of actual and budget data and actual and forecast data on a rolling basis over a time series.

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Use Selected Data	Forecast Only
Begin Date	1/1/2016
End Date	12/31/2020
Print Interval	Yearly
Print Annual Totals	No
Options	Consolidate Properties
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	

See Also: Repertoire Reports

Report Parameters

Field	Description	Notes
Property Filter	Current Selection: Uses the properties currently selected in the properties grid. All Properties: Uses all the properties in the portfolio. Custom Filter Name: Uses the properties contained in the user defined Property Filter.	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	All: Auto selects All Properties in the Current Properties field. Only Those Selected: Allows you to select/deselect properties in the Current	



	<p>Properties field. Properties you select will be included in the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Use Selected Data	The default option for this field is Forecast Data.	
Begin Date	Data prior to this date will not be displayed.	
End Date	Data after this date will not be displayed.	
Print Interval	<p>Select a frequency interval to display the report.</p> <p>Yearly</p> <p>Quarterly</p> <p>Monthly</p>	
Print Annual Totals	<p>Select an option for displaying annual totals:</p> <p>Yes</p> <p>No</p>	Report settings are automatically stored for files exported to ARGUS Excel Add-In.
Options	<p>Show Property List: Includes the property list.</p> <p>Show Non-Operating Expenses: Includes the non-operating expenses.</p> <p>Consolidate Properties: Consolidates the properties under relevant headings.</p>	
Amounts Reported As	<p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	
Currency And Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select

		Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

Repertoire Reports: Month and Year-to-Date Variance

Navigation: **File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Operations>Month and Year-to-Date Variance.**

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Fiscal Year Start	January
Report Date	3/19/2018
First Column Data Type	Reforecast
Revenue/Expense Detail	Show All - Simple
Options	
Currency And Area	Scenario
Report Subtitle	

 Run Report
  Stop Report

Purpose

The Month and Year to Date Variance report presents a comparison of budgeted or actual results to budgeted ones for the current month or for the year-to-date period.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection (Default): Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter. For more information, see Property Filters.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All (Default): Auto selects All Properties in the Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select will be included in the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the</p>	

	Properties field. Properties you select will be excluded from the report.	
Properties	<p>All Properties (Default): Includes all properties in the portfolio. Select properties to include/exclude.</p>	<p>This field auto-populates based on your selection in the Filter Basis field.</p> <p>For sold properties, each cash flow row of the Show a zero monthly amount starting the month after the sale month. This will affect all three situations:</p> <ul style="list-style-type: none"> • The last month of the length of analysis is the sale month. • The last month of the hold years is the sale month. • The month of the fixed date is the sale month.
Fiscal Year Start	Select the month for the fiscal year start.	
Report Date	Type/select a report date.	
First Column Data Type	<p>Reforecast (Default): Includes re-forecast data in the first column.</p> <p>Budget: Includes budget data in the first column.</p>	
Revenue/Expense Detail	<p>Show All: Includes headers, accounts and details.</p> <p>Show Accounts: Includes accounts and details.</p> <p>Aggregate All: Aggregates headers, accounts and details.</p> <p>Show All - Simple (Default): Includes headers but hides accounts and details.</p> <p>Show Accounts - Simple: Includes accounts and hides details.</p>	
Options	<p>Show Comments: Includes variance comments.</p> <p>Show Property List: Includes a property list.</p>	The default is blank.

	Show Non-Operating Expenses: Includes non-operating expenses.	
Currency And Area	Scenario (Default): Uses currency and area selected for the scenario. Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

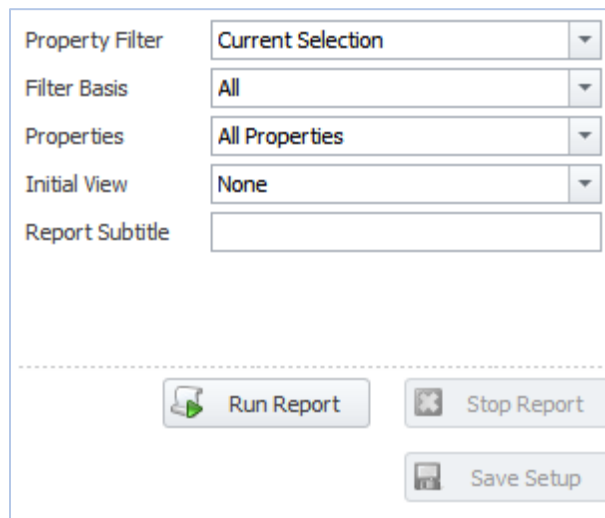
See Also: Repertoire Reports
Saved Setups

Summary and Assumptions: Repertoire Reports: Classification Summary

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Summary and Assumptions>Classification Summary.

Purpose

The Classification Summary report provides a summary of all classifications that have been used in a portfolio.



Property Filter: Current Selection

Filter Basis: All

Properties: All Properties

Initial View: None

Report Subtitle:

Run Report Stop Report Save Setup

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select will be included in the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Properties field. Properties you</p>	

	select will be excluded from the report.	
Properties	All Properties (Default): Includes all properties in the portfolio. Select properties to include/exclude.	This field auto-populates based on your selection in the Filter Basis field.
Initial View	All Expanded: Includes headings according to selections in the Sub-Group By and Group-By fields. None: Does not include headings according to selections in the Sub-Group By and Group-By fields.	
Report Subtitle	Type a detailed description.	

See Also: Repertoire Reports

Repertoire Reports: Debt Summary

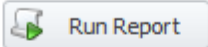
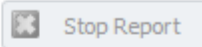
Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Summary and Assumptions>Debt Summary

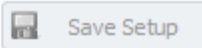
Purpose

The Debt Summary displays a summary of debt and present value information by property.

See Also: Repertoire Reports

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
As of Date	1/1/2016
Optional Columns	Building Area Maturity D...
Group By	None
Filter 1	None
Threshold for Filter 1	0
Filter 2	None
Threshold for Filter 2	0
Currency and Area	Scenario
Report Subtitle	



Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current</p>	

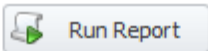
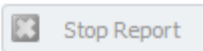
	<p>Properties field. Properties you select will be included in the report.</p> <p>Excluding Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
As of Date	Select the start date for presenting data.	
Optional Columns	<p>Show columns:</p> <p>Building Area: Include building area.</p> <p>Maturity Date: Include the loan maturity.</p> <p>Beginning Balance: Include the beginning balance.</p> <p>Monthly Principal Payment: Include the monthly principal payment.</p> <p>Monthly Interest Payment: Include the monthly interest payment.</p> <p>Monthly Debt Service: Include the monthly debt service .</p> <p>Annual Interest Rate: Include the annual interest rate.</p> <p>Annual Debt Service: Include the annual debt service.</p> <p>Annual NOI: Include the annual net operating income.</p> <p>Debt Service Coverage Ratio: Include the debt service coverage ratio.</p> <p>PV Date: Include the present value date.</p> <p>PV Hold Period: Include the present value hold period.</p> <p>Present Value at PV Date: If you select this option, the Include the present value at PV date.</p> <p>Present Value at Report Date: Include the present value at report date.</p> <p>Loan to Value Ratio: Include loan to value ratio.</p> <p>Other Debt: Include debts created outside the system.</p>	

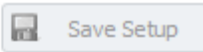
Group By	Property Type City State / Territory Country Preparer Year Built Fund Region Asset Manager Property Manager New Primary Use Sector None	Group by property information. Options are dynamic and your available selection depends upon current property information.
Filter 1 & 2	None: Will not filter data. Debt Service Coverage Ratio > =: Filter by a debt service coverage ratio > or = the respective threshold values. Debt Service Coverage Ratio < =: Filter by a debt service coverage ratio < or = the respective threshold values. Loan to Value Ratio > =: Filter by a loan to value ratio > or = the respective threshold values. Loan to Value Ratio < =: Filter by a loan to value ratio < or = the respective threshold values.	You may not select repeated filter options for the Filter fields.
Thresholds for Filter 1 & 2	Type the amount or use the drop-down calculator.	
Currency And Area	Scenario (Default) Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

Repertoire Reports: Market Rate Assumptions

Navigation: **File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Summary and Assumptions>Market Rate Assumptions**

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Begin Date	1/1/2016
End Date	12/31/2020
Group By	None
Market Rate Quoted	Annually
Reporting Unit	Amount
Currency and Area	Scenario
Report Subtitle	



Purpose

The Market Rate Assumptions report displays Market Rates Assumptions by tenant type and growth trends.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection (Default): Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter. For more information, see Property Filters.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All (Default): Auto selects All Properties in the Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select will be included in the report.</p>	

	Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.	
Properties	All Properties (Default): Includes all properties in the portfolio. Select properties to include/exclude.	This field auto-populates based on your selection in the Filter Basis field.
Begin Date	Begin Date: Data prior to this date will not be included. Default is the earliest Analysis Begin date in the portfolio.	
End Date	End Date: Data after this date will not be included. Default is the latest Analysis End date in the portfolio.	
Group By	Group data by property information. Options are dynamic and your available selection depends upon current property information. The following are examples of possible options: Property Name Property Type Fund Region Asset Manager Property Manager Tenant Name Class Expiration Year Upon Expiration Credit Tenants Anchor Lease Status Lease Type None (Default)	
Market Rate Quoted	Select a frequency to display market rates: Annually (Default) Monthly	

Reporting Unit	<p>Amount (Default): Uses amount as the reporting unit.</p> <p>Amount Per Area: Uses amount per area as the reporting unit.</p>	
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

See Also: Repertoire Reports

Repertoire Reports: Portfolio Composition Summary


Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Summary and Assumptions>Portfolio Composition Summary


Purpose


The Portfolio Composition Summary allows you determine the makeup of a portfolio for the purposes of determining the risk a particular market or segment. Additionally, it might be used as a basis around acquisition and disposition strategies for the coming years, or to respond to investor or executive inquiries. To access this report, choose the **Open Report** on the Ribbon and then select Portfolio Composition Summary from the Summary and Assumptions category.

See Also: Repertoire Reports

Property Filter	Current Selection	▼
Filter Basis	All	▼
Properties	All Properties	▼
As of Date	2/28/2018	▼
Lease Status	Contract Speculative Op...	▼
Filter 1	Net Rentable Area >=	▼
Filter 1 Threshold	0	▼
Filter 2	Occupied Area >=	▼
Filter 2 Threshold	0	▼
Filter 3	Occupancy Rate >=	▼
Filter 3 Threshold	0	▼
Optional Columns	Property External ID City...	▼
Group By	Property Type	▼
Initial View	All Expanded	▼
Currency and Area	Scenario	▼
Report Subtitle		

 Run Report

 Stop Report

 Save Setup

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report.</p> <p>Excluding Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
As of Date	Select the start date for presenting data.	
Lease Status	<p>Contract: Include leases under contract.</p> <p>Speculative: Include speculative leases.</p> <p>Option: Include leases in the option period.</p> <p>Contract Renewal: Include leases in contract renewal.</p> <p>Month-to-Month: Include leases on a month-to-month basis.</p> <p>Holdover: Include leases in holdover.</p>	
Filter 1, 2, and 3	<p>Net Rentable Area > or =: Filter by net rentable area > or = respective threshold values.</p> <p>Net Rentable Area < or =: Filter by net rentable area < or = respective threshold values.</p> <p>Occupied Area > or =: Filter by occupied area > or = respective threshold values.</p> <p>Occupied Area < or =: Filter by occupied area < or = respective threshold values.</p>	You may not select repeated options in the Filter fields.

	<p>Occupancy Rate > or =: Filter by occupancy rate > or = respective threshold values.</p> <p>Occupancy Rate < or =: Filter by occupied rate < or = respective threshold values.</p> <p>Net Operating Income/Area > or =: Filter by net operating income/area > or = respective threshold values.</p> <p>Net Operating Income/Area < or =: Filter by net operating income/area < or = respective threshold values.</p> <p>Capital Expenditure/Area > or =: Filter by capital expenditure/area > or = respective threshold values.</p> <p>Capital Expenditure/Area < or =: Filter by capital expenditure/area < or = respective threshold values.</p> <p>Debt Service/Area > or =: Filter by debt service/area > or = respective threshold values.</p> <p>Debt Service/Area < =: Filter by debt service/area < or = respective threshold values.</p> <p>CF After Debt/Area > =: Filter by cash flow after debt service/area > or = respective threshold values.</p> <p>CF After Debt/Area < =: Filter by cash flow after debt service/area < or = respective threshold values.</p> <p>None: Report will not filter data.</p>	
Thresholds for Filters 1, 2 & 3	Type the amount or use the drop-down calculator.	
Optional Columns	<p>Show columns:</p> <p>Property External ID</p> <p>City</p> <p>State/Territory</p> <p>Number of Buildings</p> <p>Occupied Area</p> <p>Occupancy Rate</p> <p># of Contractual Leases</p> <p>Term Remaining</p> <p>Annualized Base Rent</p>	If you elect to show Non-Operating Expenses, the report will display Non-Operating expenses after net operating income (NOI) and above Capital Expenditure; and calculate all totals to include Non-

	Annualized Market Rent Base Rent Vs. Market Net Operating Income Show Non-Operating Expenses Building Area Capital Expenditures Debt Service CF After Debt	Operating Expenses.
Group By	Property Type City State / Territory Country Asset Manager Fund Primary Use Property Manager Region Sector Covenant Guarantor Covenant Main Use ValCap Status Lease Status Lease Type None	Group by property information. Options are dynamic and your available selection depends upon current property information.
Currency And Area	Scenario (Default) Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

See Also: Saved Setups

Repertoire Reports: Revenue and Expense Assumptions

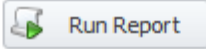
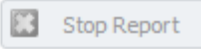
Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Summary and Assumptions>Revenue and Expense Assumptions.

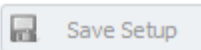
Purpose

The Revenue and Expenses Assumptions report displays operating expense assumptions for one or more properties for a user-defined range of years.

See Also: Repertoire Reports

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Begin Date	1/1/2016
End Date	12/31/2020
Group By	None
Revenue/Expense Detail	Show All - Simple
Options	Show Operating Expen...
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	



Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties</p>	

	<p>you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio. Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Begin Date	Data prior to this date will not be included.	
End Date	Data after this date will not be included.	
Group By	<p>Group data by property information. The following are examples of possible options:</p> <p>Property Type Fund Region Lender Asset Manager Property Manager City State/Territory Country Preparer Year Built Class New None</p>	Options are dynamic and your available selection depends upon current property information.
Revenue/Expense Detail	<p>Show All: Includes headers, accounts, and details for revenue and expenses.</p> <p>Show Accounts: Includes accounts and details for revenue and expenses.</p>	

	<p>Aggregate All: Aggregates headers, accounts, and details for revenue and expenses.</p> <p>Show All - Simple: Includes headers but hides accounts and details for revenue and expenses.</p> <p>Show Accounts - Simple: Includes accounts and hide details for revenue and expenses.</p>	
Options	<p>Sort/Include data by the following options:</p> <p>Show Multi-Family</p> <p>Show Amount/Area</p> <p>Show Amount/Room</p> <p>Show Operating Expenses</p> <p>Show Non-Operating Expenses</p> <p>Show Capital Expenses</p> <p>Show Miscellaneous Revenue</p> <p>Show Parking Revenue</p> <p>Show Storage Revenue</p> <p>Show Hotel Room Revenue</p> <p>Show Hotel Departmental Revenue</p> <p>Show Hotel Miscellaneous Revenue</p> <p>Show Hotel Room Expenses</p> <p>Show Hotel Departmental Expenses</p> <p>Show Hotel Miscellaneous Expenses</p> <p>Show Hotel Undistributed Expenses</p> <p>Show Hotel Fixed Expenses</p> <p>Show Account Number</p> <p>Sort By Account Number</p>	Options are dynamic and your available selection depends upon current property information.
Amounts Reported As	<p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area</p>	All properties must have the same currency and area measures in order to

	measures without having to create new scenarios at the portfolio level.	use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

Repertoire Reports: Vacancy Assumptions

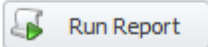
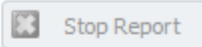
Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Summary and Assumptions>Vacancy and Assumptions

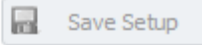
Purpose

The Vacancy Assumptions report provides an at-a-glance review of vacancy information related to the portfolio of assets. This report shows vacancy percentages as well as assumptions which guide the physical and economic vacancy results.

See Also: Repertoire Reports

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Begin Date	1/1/2014
End Date	12/31/2019
Print Interval	Yearly
Print Annual Totals	No
Group By	None
Currency And Area	Scenario
Report Subtitle	



Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Includes only those properties you select in the Current Properties pick list.</p>	


	Excluding Those Selected: Excludes those properties you select in the Current Properties pick list.	
Properties	Select the properties to include. This field auto-populates based on your selection in the Filter Basis field. The default is All Properties.	
Begin Date	Begin Date: Data prior to this date will not be included.	
End Date	End Date: Data after this date will not be included.	
Print Interval	Select a frequency interval to display the report. Yearly Quarterly Monthly	
Print Annual Totals	Yes: Displays annual totals in a column after the selected period for Quarterly and Monthly print intervals. No: Does not display annual totals.	
Group By	Group data according to property information. The following are examples of possible options: Property Name Property Type Fund Region Asset Manager Property Manager Tenant Name Class Expiration Year Upon Expiration Credit Tenants Anchor Lease Status Lease Type None	Options are dynamic and your available selection depends upon current property information.
Currency And Area	Scenario (Default) Local: Generates the report, using the local currency and area measures	All properties must have the same currency and area


	without having to create new scenarios at the portfolio level.	measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	


Supporting Schedules: Repertoire Reports: Cash Flow By Report Group

Navigation: File>Portfolio Properties>Bottom Ribbon>Reports tab>Ribbon>Open Report>Supporting Schedules>Cash Flow By Report Group.

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Use Selected Data	Forecast Only
Begin Date	1/1/2016
End Date	12/31/2020
Print Interval	Yearly
Print Annual Totals	No
Group By	Property - Account
Initial View	Property - Account
Account Group	
Account	
Revenue/Expense Detail	Show All - Simple
Options	
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	

 Run Report

 Stop Report

 Save Setup

Purpose

The Cash Flow By Report Group report allows you to display the cash flow for selected properties by report group.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Property and Tenant Filters.
Filter Basis	<p>All: Auto selects All Properties in the Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select are included in the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select are excluded from the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Use Selected Data	Select the data type.	The default option for this field is Forecast Only.
Begin Date	Begin Date: Data prior to this date is not included.	
End Date	End Date: Data after this date is not included.	
Print Interval	<p>Select a frequency interval to display the report.</p> <p>Yearly</p> <p>Quarterly</p> <p>Monthly</p>	
Print Annual Totals	<p>Yes: Displays annual totals</p> <p>No: Does not display annual totals.</p>	Report settings are automatically stored for files exported to ARGUS Excel Add-In.
Group By	Property - Account: Shows property names, then account data headings.	

	Account - Property: Shows account data headings, then property names.	
Initial View	Property - Account: Shows property names first then account data headings. Property: Shows property names.	
Account Group	Select a method to group account data: Rental Revenue Other Tenant Revenue Other Revenue Vacancy and Credit Loss Operating Expenses Non-Operating Expenses Leasing Costs Capital Expenditures Cash Flow Before Debt Service Other Debt Interest Principal Additional Principal Payments Debt Service Cash Sweeps Cash Flow After Debt Service Proceeds Loan Costs Deficit Funding Balloon Payments Financing Cash Flow Available for Distribution	
	Multifamily Revenue Multifamily Leasing Costs	Only available for multifamily properties.
	Hotel Revenue Hotel Departmental Expenses Hotel Undistributed Expenses Hotel Fixed Expenses	Only available for hotel properties.
Account	Check or uncheck Account selections.	Checkbox options are based on your selection in the

		Account Group field.
Revenue/Expense Detail	<p>Show All: Includes headers, accounts, and details.</p> <p>Show Accounts: Includes accounts and details.</p> <p>Aggregate All: Aggregates headers, accounts, and details.</p> <p>Show All - Simple: Includes headers but hides accounts and details.</p> <p>Show Accounts - Simple: Includes accounts and hides details.</p>	
Options	<p>Show Account Number: Includes account numbers.</p> <p>Sort by Account Number: Sorts by account numbers.</p> <p>Show Property List: Includes a property list.</p> <p>Include Year After Resale: Shows account information for the year following the resale.</p>	
Amounts Reported As	<p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	
Currency And Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

See Also: Repertoire Reports

Repertoire Reports: Cash Flow Comparison By Report Group

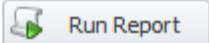
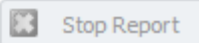
Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Supporting Schedules>Cash Flow Comparison By Report Group.

Purpose

The Cash Flow Comparison By Report Group report allows you to perform a cash flow comparison by report group and display the variance between them.

See Also: Repertoire Reports
Saved Setups

Property Filter	Current Selection
Filter Basis	All
Current Properties	All Properties
Comparison Portfolio	
Comparison Scenario	
Comparison Filter	Primary Selection
Comparison Filter Basis	Primary Selection
Comparison Properties	
Current Scenario Data Set	Forecast Only
Comparison Scenario Data Set	
Begin Date	1/1/2014
End Date	2/28/2019
Group By	Property - Account
Initial View	
Account Group	
Account	
Print Interval	Yearly
Revenue/Expense Detail	Show All - Simple
Options	
Variance	Comparison - Current
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	

 Run Report
  Stop Report

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report.</p> <p>Excluding Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.</p>	
Current Properties	Select the properties to include. This field auto-populates based on your selection in the Filter Basis field. The default is All Properties.	
Comparison Portfolio	Select a comparison portfolio.	
Comparison Scenario	Select a comparison scenario. The default option for this field is Base Scenario.	If you selected properties from the ARGUS training manual, Training Sensitivity will be displayed as an option.
Comparison Filter	<p>Primary Selection (Default): Uses your choices in the Property Filter, Filter Basis, and Current Properties pick lists and auto selects All in the Comparison Group Basis field.</p> <p>All Properties: Uses all the properties in the comparison portfolio. Enables choices in the Comparison Filter Basis field.</p> <p>Custom Filter: Uses all the properties in the user defined custom filter. Select a filter to enable this choice.</p>	

Comparison Filter Basis	<p>Primary Selection (Default): Selects properties based on the Comparison Filter selected in Comparison Properties.</p> <p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report.</p> <p>Excluding Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.</p>	<p>Select All Properties in Comparison Filter to enable these choices:</p> <ul style="list-style-type: none"> • All • Only Those Selected • Excluding Those Selected
Comparison Properties	Select comparison properties. The default option for this field is Primary Selection.	
Current Scenario Data Set	Select a comparison scenario. The default option for this field is Forecast Only.	
Comparison Scenario Data Set	Select a comparison scenario. The default option for this field is Forecast Only.	
Begin Date	Data prior to this date will not be included.	
End Date	Data after this date will not be included.	
Group By	<p>Property - Account: Group data by property name, then by account.</p> <p>Account - Property: Group data by account, then by property name.</p>	
Initial View	<p>Property - Account: Show property names first and account data headings.</p> <p>Property: Show property names.</p>	
Account Group	<p>Rental Revenue</p> <p>Other Tenant Revenue</p> <p>Other Revenue</p> <p>Multifamily Revenue</p> <p>Hotel Revenue</p> <p>Operating Expenses</p> <p>Hotel Departmental Expenses</p> <p>Hotel Undistributed Expenses</p> <p>Hotel Fixed Expenses</p> <p>Non-Operating Expenses</p> <p>Leasing Costs</p>	Group account data by. Options are dynamic and your available selection depends upon current property information.

	<p>Multifamily Leasing Costs</p> <p>Capital Expenditures</p> <p>Cash Flow Before Debt Service</p> <p>Other Debt</p> <p>Interest</p> <p>Principal</p> <p>Additional Principal Payments</p> <p>Debt Service</p> <p>Cash Flow After Debt Service</p> <p>Proceeds</p> <p>Loan Costs</p> <p>Deficit Funding</p> <p>Balloon Payments</p> <p>Financing</p> <p>Cash Flow Available for Distribution</p>	
Account	Select account data associated with your selection in the Account Group field.	
Print Interval	<p>Yearly</p> <p>Quarterly</p> <p>Monthly</p>	
Revenue/Expense Detail	<p>Show All: Include headers, accounts, and details.</p> <p>Show Accounts: Include accounts and details.</p> <p>Aggregate All: Aggregate headers, accounts, and details.</p> <p>Show All - Simple: Include headers but hide accounts and details.</p> <p>Show Accounts - Simple: Include all accounts and hide details.</p>	
Options	<p>Show Variance: Include variance.</p> <p>Show Comments: Include variance comments.</p> <p>Show Account Number: Include account numbers.</p> <p>Sort by Account Number: Sort using account numbers as references.</p> <p>Show Property List: Include a complete property list.</p>	Show data. Options are dynamic and your available selection depends upon current property information.

	<p>Show Non-Operating Expenses: Include non-operating expenses.</p> <p>Include Year After Resale: Include data from one year after the resale date.</p>	
Variance	<p>Current - Comparison: The Variance column total equals the current amount less the comparison amount.</p> <p>Comparison - Current (Default): The Variance column total equals the comparison amount less the current amount.</p> <p>Hide: Hides the Variance column.</p>	
Amounts Reported As	<p>Ones: Do not round amounts.</p> <p>Thousands: Round amounts in thousands.</p> <p>Millions: Round amounts in millions.</p>	
Currency and Area	<p>The Currency and Area field controls whether the report will be generated using the local currency and area measures without having to create new scenarios at the portfolio level.</p> <p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.</p>	
Report Subtitle	Type a detailed description.	

Repertoire Reports: Speculative Leasing Summary




Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Supporting Schedules>Speculative Leasing Summary.

Purpose

The Speculative Leasing Summary report displays all speculative leasing information by property. This report can be run for one or more properties in a portfolio or fund.

See Also: Repertoire Reports

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	

 Run Report
  Stop Report
  Save Setup

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	

Properties	All Properties (Default): Includes all properties in the portfolio. Select properties to include/exclude.	This field auto-populates based on your selection in the Filter Basis field.
Amounts Reported As	Ones: Does not round amounts. Thousands: Rounds amounts in thousands. Millions: Rounds amounts in millions.	
Currency and Area	Scenario (Default) Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

Repertoire Reports: Tenant Revenue



Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Supporting Schedules>Tenant Revenue.


Purpose

The Tenant Revenue report is an audit report that displays all tenant revenue and leasing costs for each tenant in the portfolio. Data is presented at the summary, property, and lease levels.

See Also: Repertoire Reports

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Begin Date	1/1/2016
End Date	12/31/2021
Group By	None
Sub-Group By	None
Print Interval	Yearly
Print Annual Totals	No
Amounts Reported As	Ones
Reporting Units	Amount
Currency And Area	Scenario
Report Subtitle	

 Run Report
  Stop Report

 Save Setup

Report Parameters

Field	Description	Notes
Property Filter	Current Selection: Uses the properties currently selected in the properties grid. All Properties: Uses all the properties in the portfolio. Custom Filter Name: Uses the properties contained in the user defined Property Filter.	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	All: Auto selects All Properties in the Current Properties field. Only Those Selected: Allows you to select/deselect properties in the Current	

	<p>Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Begin Date	Data prior to this date will not be included.	
End Date	Data after this date will not be included.	
Group By	<p>Group data according to property information. The following are examples of possible options:</p> <p>Property Name Property Type Fund Region Asset Manager Property Manager Tenant Name Class Expiration Year Upon Expiration Credit Tenants Anchor Lease Status Lease Type None</p>	Options are dynamic and your available selection depends upon current property information.
Sub-Group By	<p>Subgroup data by property information. The following are examples of possible options:</p> <p>Property Name Property Type Fund Region Asset Manager Property Manager Tenant Name Class Expiration Year</p>	Options are dynamic and your available selection depends upon current property information.

	<p>Upon Expiration</p> <p>Credit Tenants</p> <p>Anchor</p> <p>Lease Status</p> <p>Lease Type</p> <p>None (Default)</p>	
Print Interval	<p>Select a frequency interval to display the report.</p> <p>Yearly</p> <p>Quarterly</p> <p>Monthly</p>	
Print Annual Totals	<p>Select an option to display annual totals:</p> <p>Yes</p> <p>No</p>	Report settings are automatically stored for files exported to ARGUS Excel Add-In.
Amounts Reported As	<p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	
Reporting Unit	<p>Amount: Uses amount as the reporting unit.</p> <p>Amount/Area: Uses a amount/area as the reporting unit.</p> <p>Both: Selecting this option uses both amount and amount/area as the reporting units.</p>	
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

UK Traditional Valuation: Repertoire Reports: Area Analysis

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Traditional Valuation>Area Analysis.

Purpose

The Area Analysis allows you to review tenant area information such as use types, zones, and parking spaces.

Report Parameters

Field	Description	Notes
Amounts Reported As	<p>Ones (Default): Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	
Currency and Area	<p>Scenario (Default): Generates the report using the active scenario currency and area measures.</p> <p>Local: Generates the report using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>See Also: Currency Scenarios</p> <p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

See Also: Repertoire Reports
Generate Traditional Valuation Portfolio Reports with Filters

Repertoire Reports: Cost Valuation Schedule

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Traditional Valuation>Cost Valuation Schedule.

Purpose

You can view the cost valuation schedule for each individual property in the portfolio.

Report Parameters

Field	Description	Notes
Amounts Reported As	Ones: Does not round amounts. Thousands: Rounds amounts in thousands. Millions: Rounds amounts in millions.	
Currency and Area	Scenario (Default) Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.
Report Subtitle	Type a custom title	
Show Lease ID	Yes: Displays Lease ID typed in the Rent Roll. No (Default): Does not display Lease ID typed in the Rent Roll.	Lease ID displays up to 6 characters. Longer Lease ID characters can be typed in the Rent Roll field. For more information, see Rent Roll.

See Also: Repertoire Reports; Generate Traditional Valuation Portfolio Reports with Filters



Repertoire Reports: Detailed Valuation


Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Traditional Valuation>Detailed Valuation.

Purpose

The Detailed Valuation report allows you to conduct a detailed valuation.

Show Costs	Yes
Show Running Yields	All
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	

 Run Report
  Stop Report

 Save Setup

Parameters

Field	Description	Notes
Show Costs	Select a method for displaying costs: No Yes	
Show Running Yields	Select a method for displaying running yields: Monthly Quarterly Annual All None	
Amounts Reported As	Ones: Does not round amounts. Thousands: Rounds amounts in thousands. Millions: Rounds amounts in millions.	
Currency and Area	Scenario (Default)	

	Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

[See Also:](#) Repertoire Reports

Generate Traditional Valuation Portfolio Reports with Filters

Repertoire Reports: Single Line Tenancy Schedule

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Traditional Valuation>Single Line Tenancy Schedule.

Purpose

The Single Line Tenancy Schedule allows you to review tenant information on a single line of detail.

See Also: Repertoire Reports

Parameters

Field	Description	Notes
Amounts Reported As	Ones (Default): Does not round amounts. Thousands: Round amounts in thousands. Millions: Round amounts in millions.	
Currency And Area	Scenario (Default) Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

Warnings

- **Future:** The lease Start Date is after the valuation date, indicating this as a future tenancy.
- **Over-Rent:** The contracted rent or base rent is higher than the Rental Value.
- **Expiry:** We have a lease expired prior to the valuation date.

Repertoire Reports: Summary Valuation

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Traditional Valuation>Summary Valuation.

Purpose

The Summary Valuation report allows you to summarize the valuation and review the various yield rates.

See Also: Repertoire Reports

Show Running Yields

All

Reporting Level

Portfolio

Amounts Reported As

Ones

Currency And Area

Scenario

Report Subtitle

Run Report

Stop Report

Save Setup

Parameters

Field	Description	Notes
Show Running Yields	Select a method for displaying running yields: Monthly Quarterly Annual All None	
Reporting Level	Select a reporting level: Portfolio Property	
Amounts Reported As	Ones: Does not round amounts. Thousands: Rounds amounts in thousands. Millions: Rounds amounts in millions.	

Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

See Also: Repertoire Reports
Generate Traditional Valuation Portfolio Reports with Filters

Repertoire Reports: Executive Present Value Summary




Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Valuations and Returns>Executive Present Value Summary.

Purpose

The Executive Present Value Summary report is an executive report that displays key valuation metrics for one or more properties.

See Also: Repertoire Reports

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
As Of Date	1/1/2016
Valuation Type	Unleveraged
Group By	None
Reporting Unit	Amount
Columns To Display	External ID Building...
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	

 Run Report
  Stop Report
  Save Setup

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Group Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Properties field.</p> <p>Only Those Selected: Allows you to select/deselect</p>	

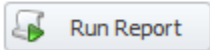
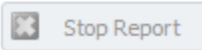
	<p>properties in the Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio. Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
As of Date	The Building Area column reports the value in place As of Date selected.	
Valuation Type	<p>Unleveraged: Uses an unleveraged valuation.</p> <p>Leveraged: Uses a leveraged valuation.</p>	
Group By	<p>Group data by property information.</p> <p>Options are dynamic and your available selection depends upon current property information.</p>	
Reporting Unit	<p>Select a unit to display on the report:</p> <p>Amount</p> <p>Amount per Area</p>	
Columns to Display	Select any columns to display in the report	<p>When GIM is used as the resale calculation method:</p> <ul style="list-style-type: none"> • The multiplier value will be displayed in the column, resulting in a mixed column of cap rates and multipliers. • The following calculations will use the revised resale values in report columns: Net Sale Price, PV of Net Sale Price, Net Sale

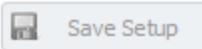
		Price as a % of Total PV, Total PVs.
Amounts Reported As	<p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

Repertoire Reports: Multiple Valuation Summary

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Valuations and Returns>Multiple Valuation Summary.

Property Filter	Current Selection
Filter Basis	All
Properties	All Properties
Columns to Display	Discounted Cash Flow ...
Midpoint Valuation	DCF and Trad Val
Group By	None
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	



Purpose

The Multiple Valuation Summary report is an executive report that compares properties using multiple valuation methods.

Note: If the property type is Multifamily or Hotel, the Traditional Valuation section of the report (including Valuation Date, Equivalent Yield, and Net Value) will not be displayed.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection (Default): Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Property Filter: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Property and Tenant Filters.
Filter Basis	All (Default): Auto selects All Properties in the Properties field.	

	<p>Only Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select will be included in the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Properties field. Properties you select will be excluded from the report.</p>	
Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	This field auto-populates based on your selection in the Filter Basis field.
Columns to Display	<p>Select check boxes to show these columns:</p> <p>Discounted Cash Flow Capitalization Valuation Traditional Valuation Midpoint Valuation</p>	
Midpoint Valuation	<p>DCF and Trad Val (Default): Calculates the midpoint of the discounted cash flow and traditional valuation methods.</p> <p>DCF and Cap Val: Calculates the midpoint of the discounted cash flow and capitalization valuation methods.</p> <p>Trad Val and Cap Val: Calculates the midpoint of the traditional valuation and capitalization valuation methods.</p>	<p>If you have selected two methods in the Columns to Display field, the Midpoint Valuation field will default to the two methods you selected.</p> <p>If you have selected one method in the Columns to Display field, the Midpoint Valuation pick list will display None.</p>
Group By	<p>Groups data by property information. Options are dynamic and your available selection depends upon current property information. The following are examples of possible options:</p> <p>Property Type City State/Territory Zip/Postal Code Country</p>	

	Fund Region Asset Manager Property Manager None (Default)	
Amounts Reported As	Ones (Default): Does not round amounts. Thousands: Rounds amounts in thousands. Millions: Rounds amounts in millions.	
Currency and Area	Scenario (Default): Uses currency and area selected for the scenario. Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	See also Currency Scenarios.
Report Subtitle	Type a detailed description.	

See Also: Repertoire Reports

Repertoire Reports: Present Value Comparison

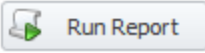
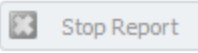
Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Valuations and Returns>Present Value Comparison.

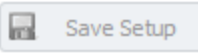
Purpose

The Present Value – Comparison report allows you to compare the PV performance of single assets and groups of assets.

See Also: Repertoire Reports

Property Filter	Assembled Property Filter
Filter Basis	All
Current Properties	All Properties
Comparison Portfolio	
Comparison Scenario	
Comparison Filter	Primary Selection
Comparison Filter Basis	Primary Selection
Comparison Properties	
Current Scenario Data Set	Forecast Only
Comparison Scenario Data Set	
Property Purchase	Include Purchase Price
Debt Position	Unleveraged
Begin Date	1/1/2003
End Date	6/30/2028
Current Discount Rate	10
Comparison Discount Rate	10
Print Interval	Yearly
Variance	Comparison - Current
Discount Interval	Yearly
Amounts Reported As	Ones
Currency And Area	Scenario
Report Subtitle	



See Also: Saved Setups

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection: Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All: Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report. All deselected properties will be excluded from the report.</p> <p>Exclude Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report. All deselected properties will be included in the report.</p>	
Current Properties	<p>All Properties (Default): Includes all properties in the portfolio.</p> <p>Select properties to include/exclude.</p>	<p>This field auto-populates based on your selection in the Filter Basis field.</p> <p>For any properties sold, the current, comparison, and variance column amounts will reflect cash flow decreases resulting from the sale of properties in each portfolio.</p>
Comparison Portfolio	Select a comparison portfolio you want to use for the report.	
Comparison Scenario	Select a comparison scenario. The default option for this field is Base Scenario.	
Comparison Filter	Primary Selection: The Default option.	The default option for this field is Primary Selection. Select

	<p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	the Property Filter to generate the report.
Comparison Filter Basis	The default option for this field is Primary Selection.	
Comparison Properties	Select comparison properties. The default option for this field is Primary Selection.	
Current Scenario Data Set	Select a comparison scenario. The default option for this field is Forecast Only.	
Comparison Scenario Data Set	<p>Select a data set for the comparison scenario:</p> <p>Actual + Budget + Forecast</p> <p>Budget + Forecast</p> <p>Actual + Forecast</p> <p>Forecast Only</p>	
Property Purchase	<p>Include Purchase Price: Report includes purchase price.</p> <p>Exclude Purchase Price: Report excludes purchase price.</p>	
Debt Position	<p>Leveraged</p> <p>Unleveraged</p>	
Begin Date	Data prior to this date will not be included.	
End Date	Data after this date will not be included.	
Current Discount Rate	Type the discount rate for the current scenario.	
Comparison Discount Rate	Type the discount rate for the comparison scenario.	
Print Interval	<p>Select an interval frequency:</p> <p>Yearly</p> <p>Quarterly</p> <p>Monthly</p>	
Variance	Current - Comparison: The Variance column total equals	

	<p>the current amount less the comparison amount.</p> <p>Comparison - Current (Default): The Variance column total equals the comparison amount less the current amount.</p> <p>Hide: Hides the Variance column.</p>	
Discount Interval	<p>Select the discount interval:</p> <p>Yearly</p> <p>Quarterly</p> <p>Monthly</p>	
Amounts Reported As	<p>Ones: Does not round amounts.</p> <p>Thousands: Rounds amounts in thousands.</p> <p>Millions: Rounds amounts in millions.</p>	<p>In the Amounts Reported As field, select the method for reporting amounts you want - to use for the report.</p>
Currency and Area	<p>Scenario (Default)</p> <p>Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.</p>	<p>All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not and you select Local, you will receive an error message.</p>
Report Subtitle	Type a detailed description.	

Repertoire Reports: Present Value

Navigation: File>Property Portfolios>Open Portfolio>Bottom Ribbon>Reports>Report Ribbon>Open Report>Valuations and Returns>Present Value.

Purpose

The Present Value report allows you to display the present value of select assets.

Report Parameters

Field	Description	Notes
Property Filter	<p>Current Selection (Default): Uses the properties currently selected in the properties grid.</p> <p>All Properties: Uses all the properties in the portfolio.</p> <p>Custom Filter Name: Uses the properties contained in the user defined Property Filter.</p>	For more information, see Generate Portfolio Reports with Filters.
Filter Basis	<p>All (Default): Auto selects All Properties in the Current Properties field.</p> <p>Only Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be included in the report.</p> <p>Excluding Those Selected: Allows you to select/deselect properties in the Current Properties field. Properties you select will be excluded from the report.</p>	Available properties are based on the selection in Property Filter.
Properties	<p>All Properties (Default): Click to select all the properties in the list.</p> <p>Select properties to include.</p>	This field auto-populates based on your selection in the Filter Basis field.
Use Selected Data	<p>Select the data type to use.</p> <p>The default option for this field is Forecast Data.</p>	
Property Purchase	<p>Include Purchase Price (Default): Includes purchase price.</p> <p>Exclude Purchase Price: Excludes purchase price.</p>	
Debt Position	<p>Leveraged: Uses a leveraged debt position in the report.</p> <p>Unleveraged (Default): Uses an unleveraged debt position in the report.</p>	

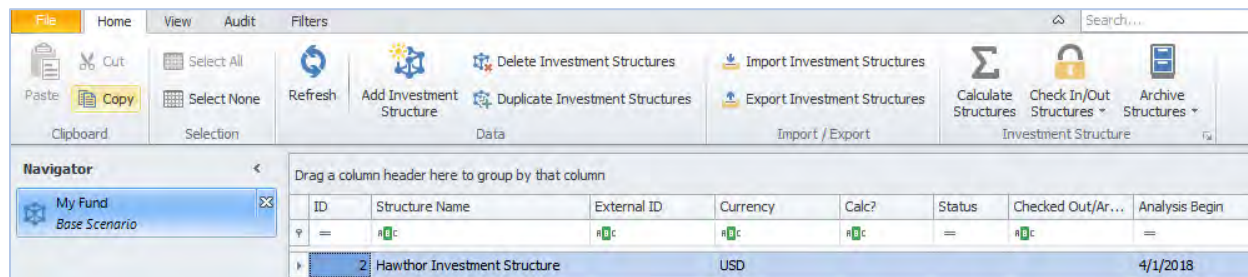
Begin Date	Type/select a date. Data prior to this date will not be included. Default is the earliest Analysis Begin date in the portfolio.	
End Date	Type/select a date. Data after this date will not be included. Default is the latest Analysis End date in the portfolio.	
Discount Rate	Type/select the discount rate. Default is 10 .	
Print Interval	Select the frequency interval to display: Yearly (Default) Quarterly Monthly	
Discount Interval	Select the interval to discount cash flows: Yearly (Default) Quarterly Monthly	
Amounts Reported As	Ones (Default): Does not round amounts. Thousands: Rounds amounts in thousands. Millions: Rounds amounts in millions.	
Currency and Area	Scenario (Default) Local: Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level.	All properties must have the same currency and area measures in order to use Local as the Currency and Area selection. If they do not, and you select Local, you will receive an error message.
Report Subtitle	Type a detailed description.	

Investment Structures: Getting Started with Investment Structures

Navigation: **File>Investment Portfolios>Open Portfolio**

Purpose

With ARGUS Enterprise Investment Structures you can build a model to examine the supply and return of capital to and from investors, the loan of cash from debt suppliers, the calculation of interest and fees, profit distributions and fee payments to investors and fund managers.



[Refresh](#)

[Add Investment Structure](#)

[Delete Investment Structures](#)

[Duplicate Investment Structures](#)

[Import Investment Structures](#)

[Export Investment Structures](#)

[Calculate Structures](#)

[Check In/Out Structures](#)

[Archive/Restore Structures](#)

Refresh

Click **Ribbon>Data>Refresh** to apply any changes or additions you have made to investment portfolios or scenarios and displays the most current information.

Add Investment Structure

Use this procedure to add one or more **investment structures** to a portfolio.

1. Click **Ribbon>Data>Add Investment Structure**.

Option: Right click in the grid for a popup menu and select **Add Investment Structure**.

Result: The Create Investment Structure popup appears.

2. Type/select:

- Name
- Description
- External ID: Click for a popup External ID entry field.
- Currency
- Area Measure
- Analysis Start Date: Default is current month/year.
- Length of Analysis

- Discount Rate: Default is 10%.
 - Discount Method
3. Click **OK**.

Result: The popup closes and your investment structure displays for input on the Investment Structure Details tab.

4. Double click your **investment structure** line item to launch it in the Visual Editor.

Note: For more information, see Investment Structures: Visual Editor.

Delete Investment Structures

Delete Investment Structures allows you to permanently delete an investment structure.

1. Select an Investment Structure.
2. Click **Ribbon>Data>Delete Investment Structures**.
3. Click **Finish** to delete the Investment Structure.

Warning: If you click **Finish** you will permanently delete the investment structure.

Option: Click **Cancel** stop this process to close the popup.

Duplicate Investment Structures

Duplicate Investment Structures allows you to make a copy of an existing investment structure.

1. Select an **Investment Structure**.
2. Click **Ribbon>Data>Duplicate Investment Structures**.

Result: The Copy Investment Structure popup appears. The Parameters tab displays.

3. Select a **Portfolio**.
4. Choose how you want to copy the scenario:
 - Retain all existing user and group rights when copying
 - Overwrite existing investment structures
5. Choose from:
 - Copy to a new scenario and select/type all required information.
 - Copy to a different scenario
 - Copy in the same scenario
6. Click **Next**.

Result: The Investment Structures tab displays.

7. Click **Finish**.

Option: Click **Previous** to return to the Parameters tab.

Option: Click **Cancel** to close the popup.

Result: The Job Details popup appears.

8. Click **Close** to close the popup.

Import/Export Investment Structures

You can **import or export** an investment structure.

See Also: Create an Investment Structure Portfolio from Selected Properties

Import Investment Structures

Use this procedure to import an investment structure.

Before you begin: Select an investment structure scenario in left navigation to activate the investment structure ribbon.

1. Click **Ribbon>Import Investment Structures**.

Result: The Open popup appears.

2. Select source folder and file to import.

3. Click **Open**.

Result: The Import Investment Structures popup appears.

4. Click **Finish**.

Result: The Import Investment Structure Job Progress Bar appears.

5. Wait for job to be 100% completed.

6. Click **Close**.

Result: The investment structure imports into ARGUS Enterprise.

Export Investment Structures

Use this procedure to export an investment structure.

1. In left navigation, select an investment structure scenario.

2. Click **Ribbon>Import/Export>Export Investment Structures**.

Result: The Export Investment Structures popup appears.

3. Click the **Export Folder** .

Result: The Select Folder popup appears.

4. Select a **Folder location**.

5. Click **Select Folder**.

6. Click **Finish**.

Result: The Export Investment Structure Job Progress Bar appears.

7. Wait for job to be 100% completed.

8. Click **Close**.

Result: The investment structure exports.

Calculate Structures

Calculate Structures allows you to quickly re-calculate a large number of structures after changing currency conversion rates.

1. Select an investment structure.
2. Click **Ribbon>Investment Structure>Calculate Structures**.

Result: The Calc Investment Structures popup appears.

3. Select an **Action**:
 - Skip
 - Calc
4. Click **Finish** after you have reviewed the data.

Check In/Out Structures

Check Out

1. Select one ore more investment structures.
2. Click **Ribbon>Investment Structure>Check Out Structures**.

Result: The Check Out Investment Structure popup appears.

Option: Select **Action>Check Out** or **Skip**.

3. Click **OK**.

Result: Popup appears that states "The selected investment structure(s) were successfully checked out."

4. Click **OK**.

Result: The Status column displays a pencil icon.

Check In

1. Select one or more investment structures with a pencil in the Status column.
2. Click **Ribbon>Investment Structure>Check In Structures**.

Result: The Check In Investment Structure popup appears.

Option: Select **Action>Check Out** or **Skip**.

3. Click **OK**.

Result: Popup appears that states "The selected investment structure(s) were successfully checked in."

4. Click **OK**.

Result: The Status column removes the pencil icon.

Archive/Restore Structures

Archive

1. Select one or more investment structures.
2. Click **Archive Structures>Archive Structures**.

Result: The Archive Investment Structures popup appears.

Option: Select **Action>Check Out** or **Skip**.

3. Click **OK**.

Result: A popup appears that states: "The selected investment structures were successfully archived."

4. Click **OK**.

Result: A filing cabinet icon displays in the Status column.

Restore

1. Select one or more investment structures.
2. Click **Archive Structures>Restore Structures**.

Result: The Restore Investment Structures popup appears.

Option: Select **Action>Restore** or **Skip**.

3. Click **OK**.

Result: A popup appears that states: "The selected investment structures were successfully restored."

4. Click **OK**.

Result: The Stratus column removes the filing cabinet icon.

See Also: Quick Start -Create an Investment Structure Portfolio from Selected Properties
Investment Portfolios
Queued Job Details

Investment Portfolios

Navigation: File>Investment Portfolios

ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can view investment portfolios from both locations. When connected only to one location, only investment portfolios from the connected location display.

Note: A **Location** column displays to indicate where the Investment Portfolio is stored.

For more information, see Getting Started with ARGUS Cloud.

Topic Quick Links:

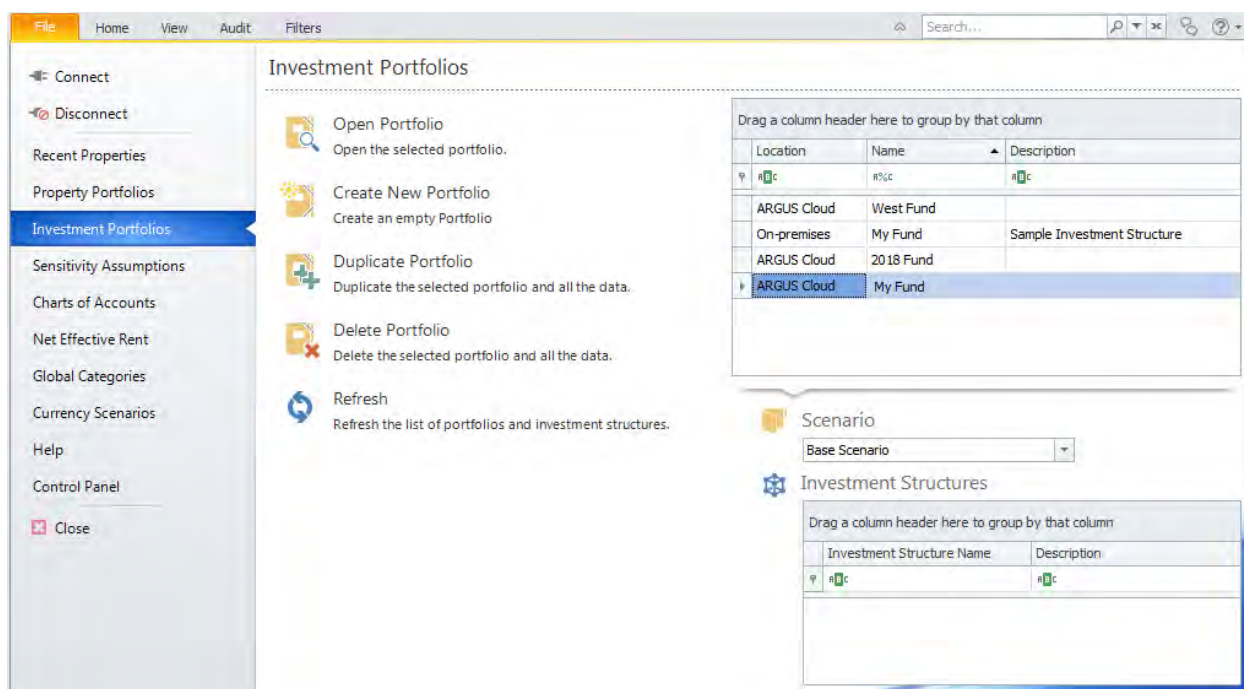
[Open Portfolio](#)

[Duplicate Portfolio](#)

[Create New Portfolio](#)

[Delete Portfolio](#)

[Refresh](#)



Open Portfolio

Open Portfolio in allows you to open an investment portfolio, either empty or containing previously created investment structures.

1. Go to **File>Investment Portfolios**.
2. Select a portfolio from the grid on the right.
3. Click **Open Portfolio**.

Result: The portfolio displays in a grid and left navigation displays a button.

Create New Portfolio

Create New Portfolio allows you to create a new investment portfolio. Once your investment portfolio is created you can add one or more investment structures.

1. Go to **File>Investment Portfolios**.
2. Click **Create New Portfolio**.

Result: The Create New Portfolio popup appears.

3. Type a **name and description**.
4. For **ARGUS Cloud** users, select **On-Premises** or **ARGUS Cloud** to decide where the new portfolio is saved to.

Note: When connected to only one location, the disconnected connection radio button is disabled.

5. Click **OK**.

Result: The new Investment Portfolio displays a left navigation button and an empty grid.

6. Go to Add an Investment Structure. You can add one or more investment structures to a portfolio.

Duplicate Portfolio

Duplicate Portfolio in the Investment Portfolios window in the Backstage area allows you to duplicate investment structures within investment portfolios or scenarios.

1. Go to **File>Investment Portfolios**.
2. Select a portfolio from the grid on the right.
3. Click **Duplicate Portfolio**.

Result: The Copy Finance Portfolio popup appears.

4. Type a new portfolio **name**.
5. Click the **check box** if you wish your duplicate portfolio to have the same rights as the original.
6. Click **Finish** to close the popup.

Note: For **ARGUS Cloud** users, portfolio duplicates within the original location only.

Delete Portfolio

Delete Portfolio in the Investment Portfolios window in the Backstage area will allow you to delete investment structures within structured finance portfolios or scenarios.

1. Close the investment portfolio you want to delete.
2. Go to **File>Investment Portfolios**.
3. Select a portfolio from the grid on the right.
4. Choose **Delete Portfolio** from the Investment Portfolios section.

Result: The Are you sure you want to delete this portfolio? popup appears.

Warning: If you click **OK**, you will permanently delete the portfolio, its property assets, and its associated scenarios.

5. Click **OK** to delete the portfolio.

Refresh

Refresh applies any changes or additions you have made to investment portfolios or scenarios and displays the most current information.

1. Click an Investment Portfolio in the grid to view associated Scenarios and Investment Structures in the Scenario grid.
2. Click **Refresh**.

Option: Double click an investment structure to launch it in the visual editor.

See also: Investment Structures.

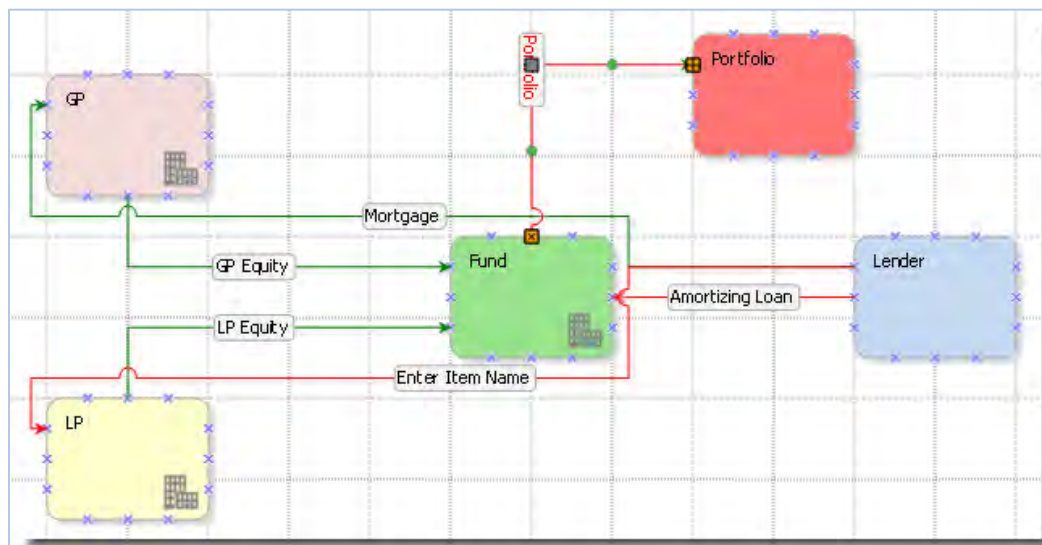
Visual Editor

Investment Structures: Visual Editor

Navigation: File>Investment Portfolios>Open Portfolio>Visual Editor.

Purpose

The Visual Editor allows you to create a graphic representation of the investment structure.



Visual Editor

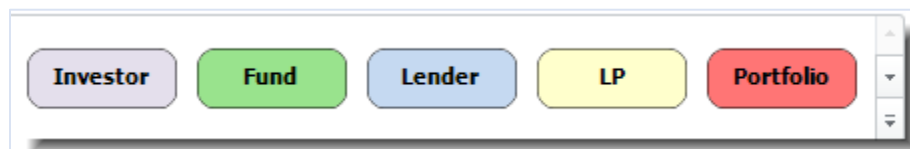
You can also select any of the objects in the Visual Editor by clicking/lassoing them.

Editor Tab

The Editor tab opens the grid where you can drag/drop objects from the Ribbon Gallery to the Visual Editor.

Entities

The Entities section in the Ribbon allows you to select objects to model entities that comprise the investment structure in the pick list.



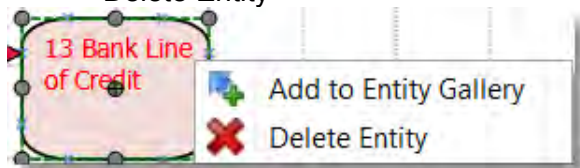
Choose from:

- **Investor:** Drag/drop the corresponding object onto the Visual Editor to model the investor's position in the investment structure.
- **Fund:** Drag/drop the corresponding object onto the Visual Editor to model the fund's position in the investment structure.
- **Lender:** Drag/drop the corresponding object onto the Visual Editor to model the lender's position in the investment structure.
- **LP:** Drag/drop the corresponding object onto the Visual Editor to model the limited partner's position in the investment structure.
- **Portfolio:** Drag/drop the corresponding object onto the Visual Editor to model the limited portfolio's position in the investment structure.
- **GP:** Drag/drop the corresponding object onto the Visual Editor to model the general partner's position in the investment structure.
- **LLP:** Drag/drop the corresponding object onto the Visual Editor to model the limited liability partner's position in the investment structure.
- **LLC:** Drag/drop the corresponding object onto the Visual Editor to model the limited liability company's position in the investment structure.
- **SPV:** Drag/drop the corresponding object onto the Visual Editor to model the special purpose vehicle's position in the investment structure.
- **Other:** Drag/drop the corresponding object onto the Visual Editor to model a custom defined entity in the investment structure.

Adding an Entity to Gallery

Right click an entity object in the Visual Editor. Choose from:

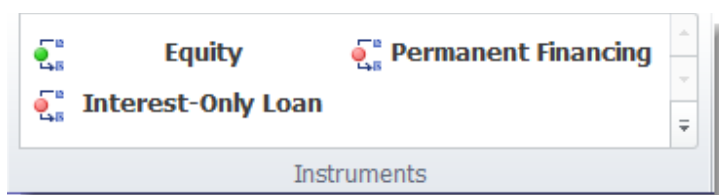
- Add to Entity Gallery
- Delete Entity



Note: If you drag and drop an entity on the grid, the entity will be set to the currency for the current structure regardless of whether the entity was brought in from another structure.

Instruments

The Instruments section in the Ribbon allows you to select objects to model instruments that comprise the investment structure in the pick list.



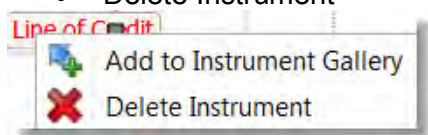
Drag/drop the line graphics to model financial instruments the entities will use within the investment structure. Choose from:

- **Equity:** Drag/drop the corresponding object onto the Visual Editor to model the flow of funding/repayment for an equity instrument.
- **Interest-Only Loan:** Drag/drop the corresponding object onto the Visual Editor to model the flow of funding/repayment for an interest-only loan instrument.
- **Permanent Financing:** Drag/drop the corresponding object onto the Visual Editor to model the flow of funding/repayment for a permanent financing instrument.

Adding an Instrument to Gallery

Right click an instrument object in the Visual Editor. Choose from the following:

- Add to Instrument Gallery
- Delete Instrument

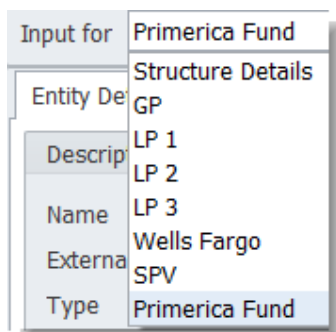


If you have rights to Structured Finance, you will be allowed to add templates to the galleries. Entities or instruments added to a gallery are only visible to you if you were the one who created them.

Note: If you drag and drop an entity on the grid, the entity will be set to the currency for the current structure regardless of whether the entity was brought in from another structure.

Input for

You can select either the [Structure Details](#) option to edit the structure or an entity name to edit a previously created entity.



When an instrument is selected or no objects are selected, the following input tabs will be displayed:

- [Investment Structure Details](#)
- [Entity List](#)
- [Instrument List](#)

See Also: [Investment Structure Details](#)

[Entity List](#)

[Instrument List](#)

Structure Details: Investment Structure Details

Navigation: **File>Investment Portfolios>Open Portfolio>Open Investment Structure>Visual Editor>Input for>Structure Details**

Purpose

The Investment Structures Details tab will allow you to type/select basic information for the investment structure. Select Structure Details in the Input for field.

Note: Click on **Ribbon>Data>Edit Structure** to enable editing for the Investment Structure.

Investment Structure Details

Choose the Investment Structure Details tab or select **Structure Details** in the **Input for** field to add detailed information about the structure.

Field	Description	Notes
Name	Type the name for the investment structure.	
Description	Type a description for the investment structure.	
External ID	Displays an external ID if applicable.	
Currency	Type or select the currency in the pick list. All entities in the structure will use this currency.	
Area Measure	Select the area measure unit in the pick list.	
Analysis Start Date	Type or select the analysis start date in the pick list.	
Length of Analysis (Years/Months)	Click on the up/down arrows in the Years and Months fields to set the time length of the analysis.	
Allow Payment of Preferred Returns prior to Capital Repayment	Select this option to indicate that preferred returns will be repaid before the capital is repaid.	

Structure Details: Entity List

Navigation: **File>Investment Portfolios>Open Portfolio>Open Investment Structure>Visual Editor>Input for>Entity List**

Purpose

The Entity List tab will allow you to enter identifying information for an investment entity.

Select Structure Details in the Input for field.

General							
Name	External ID	Type	Other	Company Registration Number	Base Currency	Inception Date	Reserve Target
Fund		... Fund		907766	USD	1/1/2013	2,000,000
LP		... Limited Partner			USD	1/1/2013	0

General

Field	Description	Notes
Name	Type a name.	
External ID	Read only.	Auto-populates the external ID if you entered it in the Entity Details input tab.
Type	Select an entity type: Investor Fund Lender Limited Partner General Partner Portfolio Limited Liability Partnership Limited Liability Company Special Purpose Vehicle Other	Entities with General Partner selected have their profit distributions withheld for potential clawback at the end of the analysis. Clawback occurs if preferred return requirements have not been met when the analysis is over.
Other	Type a description.	Only available when Other is selected in the Type field.
Company Registration	Type the company's registration number.	
Base Currency	Read only.	Auto-populates the base currency from your choice in the Investment Structure grid. Property models that use a different currency have their cash flows converted to this currency according to

		the conversion rates defined in the investment structure scenario.
Inception Date	Type/select a date.	
Review Target	Type an amount for a reserve target.	Holds back this money from distributions in order to fund operating costs in periods that have no operating income.

Structure Details: Instrument List

Navigation: **File>Investment Portfolios>Open Portfolio>Visual Editor>Input for>Instrument List**

Purpose

The Instrument List tab allows you to assign a source entity and a recipient for each instrument. Select Structure Details in the Input for field.

General				
Instrument Name	External ID	Type	Source Entity	Recipient
GP Equity		... Equity	GP	Fund
LP Equity		... Equity	LP	Fund
Amortizing Loan		... Amortizing Debt	Lender	Fund
Mortgage		... Equity	Lender	GP

General

Field	Description	Notes
Instrument Name	Type a name for the instrument.	
External ID	Click ... and type an external ID for the instrument.	
Type	<p>Equity: The instrument holds rights of ownership in exchange for contribution of capital.</p> <p>Amortizing Debt: The instrument lends capital with amortized principal and interest payments.</p> <p>Interest Only: The instrument lends capital with interest payments only.</p> <p>Other Debt: The instrument lends capital but does not require regular principal and interest payments.</p>	
Source Entity	Select the source entity that provides the capital or debt funding.	Any instrument without a source entity is ignored by the calculations.
Recipient	Select the recipient that receives the capital or debt funding.	Any instrument without a recipient is ignored by the calculations.

Structure Details: Inflation

Navigation: **File>Investment Portfolios>Open Portfolio>Input for>Structure Details>Inflation.**

Purpose

The Structure Details Inflation tab allows you to enter inflation information for an investment structure. Select [Structure Details](#) in the **Input for** field.

Input for ▼

Investment Structure Details Entity List Instrument List **Inflation** Present Value

See Also: Shortcuts

Name	Inflation Basis		Dec 2013	Dec 2014	Dec 2015	Dec 2016	Dec 2017
No Inflation	As Entered	▼ ...		0.00%	0.00%	0.00%	0.00%
General Inflation Rate	As Entered	▼ ...		3.00%	3.00%	3.00%	3.00%
Market Inflation Rate	As Entered	▼ ...		4.00%	4.00%	4.00%	4.00%
Expense Inflation Rate	As Entered	▼ ...		4.00%	4.00%	4.00%	4.00%
CPI Inflation Rate	As Entered	▼ ...		5.00%	5.00%	5.00%	5.00%

Field	Description	Notes
Inflation	<p>Apply standard or custom rates to portfolio costs and fees.</p> <p>No Inflation Rate: Applies a zero inflation rate.</p> <p>General Inflation Rate: Applies a general inflation rate.</p> <p>Market Inflation Rate: Applies a market inflation rate.</p> <p>Expense Inflation Rate: Applies an expense inflation rate.</p> <p>CPI Inflation Rate: Applies a CPI inflation rate.</p> <p>Custom: To add a custom inflation rate, click Add Record on the Ribbon, and type a custom name and rate.</p>	
Inflation Basis	<p>Select a global inflation category that has been entered in the Managing Inflation Rates screen.</p> <p>You may also leave this field at the default setting, As Entered.</p> <p>Click <input type="text" value="..."/> to enter rates that vary over time.</p>	<p>If you select a global inflation category, the grid will be automatically populated with the rates from the selected category.</p> <p>The way the monthly rates are used depends on your selection in the Monthly</p>

		Detail Inflation field in the Modeling Policies window.
Inflation Month	<p>Analysis Date: Begins with the analysis month.</p> <p>Monthly: Defines a monthly amount.</p> <p>Specific Month: Begins with the selected month. For example, if the inflation month is July, the inflation rates will be entered as of the years ending in June.</p>	The inflation rates entered correspond to the twelve-month period starting with the inflation month.
Monthly Detail Inflation Calculation	<p>Expressed as Nominal Growth Factors (default): Varying monthly rates you enter in the Monthly Detail grid are compounded monthly and displayed as a single rate in the Effective Annual Rate row.</p> <p>Expressed as Annual Effective Growth Rates: Varying monthly rates you enter in the Monthly Detail grid are averaged over the year and displayed as a single rate in the Effective Annual Rate row.</p>	
Reset Inflation	The Reset buttons will zero out the inflation rates for the selected inflation rate type.	
Update	Click Update to update the inflation rates in the selected row to match those in the global category selected for the row.	<p>Update is only active if you have a row highlighted with a global category selected in the Inflation Basis field, and the inflation rates entered in this window do not match the global inflation rates.</p> <p>Update only updates the highlighted row. All other rows remain the same.</p>

See Also: Investment Structures Entity Reports

Structure Details: Present Value

Navigation: **File>Investment Portfolios>Open Portfolio>Visual Editor>Input for>Present Value**

Purpose

The Present Value tab allows you to type/select discount rates for an investment structure.

Discount			Increment Discount Rate		
Discount Rate (APR)	10.0%		Unleveraged Cash Flow Rate	2.0%	12.0%
Discount Method	Yearly		Unleveraged Resale Rate	-3.0%	7.0%
			Leveraged Cash Flow Rate	2.0%	12.0%
			Leveraged Resale Rate	-1.0%	9.0%

Discount

The Discount section allows you to enter the discount rate and discount interval information for the property.

Field	Description	Notes
Discount Rate (APR)	Type/select the discount rate.	APR to be used when calculating the discounted value of the operational cash flows and the reversion or property resale.
Discount Method	<p>Monthly: Discounts cash flows on a monthly basis.</p> <p>Monthly in Advance: Discount cash flows monthly in advance. The first month is not discounted.</p> <p>Quarterly: Discounts cash flows on a quarterly basis.</p> <p>Semi-Annual: Discounts cash flows on a semi-annual basis.</p> <p>Annual: Discounts cash flows on an annual basis.</p>	See also Present Value Calculation Examples.

Increment Discount Rate

You can add/subtract each increment to adjust the current discount rate input. Next to each numeric text box, the adjusted rates are displayed corresponding to each item. In each text box, you may enter a minimum value of -100% and a maximum value of 100%.

Field	Description	Notes
Unleveraged Cash Flow Rate	Type/select a positive/negative rate. Entry adjusts the discount rate used for calculating the PV for cash flow results (without subtracting debt service).	See also Investment Structures Entity Reports and Present Value Calculation Examples .
Unleveraged Resale Rate	Type/select a positive/negative rate. Entry adjusts the discount rate used for calculating the PV for unleveraged resale results (without subtracting debt service).	
Leveraged Cash Flow Rate	Type/select a positive/negative rate. Entry adjusts the discount rate for calculating the PV for leveraged cash flow results (subtracting debt service).	
Leveraged Resale Rate	Type/select a positive/negative rate. Entry adjusts the discount rate for calculating the PV for leveraged resale results (subtracting debt service).	

Investment Entity: Entity Details

Navigation: **File>Investment Portfolios>Open Portfolio>Open Investment Structure>Visual Editor>Input for>Select Entity>Entity Details**

Purpose

Allows you to enter identifying information related to an investment entity.

Description

Field	Descriptions	Notes
Name	Type the entity name.	
External ID	Click the and type the external ID number.	
Type	Select an entity type: Investor Fund Lender Limited Partner General Partner Portfolio Limited Liability Partnership Limited Liability Company Special Purpose Vehicle Other	Entities with General Partner selected have their profit distributions withheld for potential clawback at the end of the analysis. Clawback occurs if preferred return requirements have not been met when the analysis is over.
Other	Type additional information to describe the type.	Available if Other is selected in the Type field.
Company Reg #	Type a number.	

Base Currency	Read only. This field will display the currency selected for the entities in the structure.	The base currency is auto-populated from your choice in the Investment Structure grid. Property models that use a different currency have their cash flows converted to this currency according to the conversion rates defined in the investment structure scenario.
Inception Date	Type/select an inception date.	
Reserve Target	Type a reserve target as a currency amount.	

Address

Field	Descriptions	Notes
Address 1	Type the primary address.	
Address 2	Type a secondary address line if applicable.	For example, a suite number.
City	Type a name.	
State/Territory	Type the state or territory name.	
Zip/Postal Code	Type the zip or postal code.	
Country	Type/select the country name.	

See Also: Investment Structures: Reports Cash Flow

Investment Entity: Costs

Navigation: **File>Investment Portfolios>Open Portfolio>Visual Editor>Input for>Select Entity>Costs.**

Purpose

The Costs tab will allow you to model the impact of operating costs incurred by entities within an investment structure. You can either select the name of the entity in the **Input for** field or click its object in the Visual Editor to model inter-source transactions.

General			Amount						
Description	Account Code	Classification	How Input	Amount 1	Frequency	Inflation %	Area Measure	Instrument	
Cost Item		Tax	Amount 1	50,000	Annually	General Inflat...			

General


Field	Description	Notes
Description	Type a name.	If account codes are not used, costs with matching descriptions are consolidated on reports.
Account Code	Type a number.	Costs with matching account codes are consolidated on reports.
Classification	Tax: Reports it under the Taxes section on the entity Cash Flow report. Non-tax: Does not report it under the Taxes section on the entity Cash Flow report.	

Amount

Field	Description	Notes
How Input	Amount 1: Calculates cost as the amount you enter in the Amount 1 field. % of Total Commitment: Calculates cost as a percentage of the commitment made by the instrument selected in the Instrument field. Commitment is the maximum amount of capital that can be provided according to the terms specified in the instrument. % of Utilized Commitment: Calculates cost as a percentage of the cumulative capital drawn through the instrument selected in the Instrument field. The capital drawn amount will not be diminished when capital is repaid.	

	<p>% of Draw: Calculates cost of the capital drawn through the instrument selected in the Instrument field.</p> <p>% Unutilized Commitment: Calculates cost as a percentage of the portion of commitment from the instrument which has not yet been drawn upon. Commitment is the maximum amount of capital that can be provided according to the terms specified in the instrument.</p> <p>% Unleveraged PV: Calculates cost as the percentage of the unleveraged present value for the assets selected in the Assets field.</p> <p>\$/Building Area: Calculates cost as the product of the value entered multiplied by the total building area in each period for the assets selected in the Assets field.</p> <p>\$/Occupied Area: Calculates cost as the product of the value entered multiplied by the total occupied area in each period for the assets selected in the Assets field.</p> <p>% of Potential Gross Revenue: Calculates cost as a percentage of the potential gross revenue for the assets selected in the Assets field.</p> <p>% of Effective Gross Revenue: Calculates cost as a percentage of the effective gross revenue for the assets selected in the Assets field.</p> <p>% of Total Operating Expenses: Calculates cost as a percentage of the operating expenses for the assets selected in the Assets field.</p> <p>% of Total Leasing Costs: Calculates cost as a percentage of the total leasing costs for the assets selected in the Assets field.</p> <p>% of Total Capital Expenditures: Calculates cost as a percentage of the total capital expenditures for the assets selected in the Assets field.</p> <p>% of Cash Flow Before Debt Service: Calculates cost as a percentage of the cash flow before debt service for the assets selected in the Assets field.</p>	
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	<p>% of Asset Cashflow: Calculates cost as a percentage of the asset Cash Flow for the assets selected in the Assets field.</p> <p>% of Resale: Calculates cost as a percentage of the resale value for the assets selected in the Assets field.</p> <p>% of NOI: Calculates cost as a percentage of the net operating income for the assets selected in the Assets field.</p>	
Amount 1	<p>Type an amount/percentage.</p> <p>Click <input type="text"/> to enter percentages or amounts that vary over time.</p>	
Frequency	<p>Select a frequency interval:</p> <p>Annually</p> <p>Monthly</p>	Only available if Amount 1 or Currency/Building Area is selected in the How Input field.
Inflation %	<p>Select an inflation rate:</p> <p>No Inflation</p> <p>General Inflation</p> <p>Market</p> <p>Expense</p> <p>CPI</p> <p>Type a rate.</p> <p>Click the <input type="text"/> to enter a rate that varies over time.</p> <p>Custom Rate: Select a custom rate, created in the Inflation tab. For more information, see Structure Details: Inflation.</p>	Only available if Amount 1 or Currency/Building Area is selected in the How Input field.
Area Measure	<p>Select an area measure definition:</p> <p>Building Area</p> <p>Office Total</p> <p>Retail Total</p> <p>Industrial Total</p> <p>Storage Total</p> <p>Alternate Building Area</p> <p>Portfolio Total Area</p>	Only available if you selected \$/Building Area in the How Input field.
Instrument	<p>None: Does not apply an instrument.</p> <p>Custom Instrument: Select any instrument, created in the Instrument List tab. For more</p>	Available if you selected any of the following for

	information, see Structure Details: Instrument List.	the How Input field: % of Unleveraged PV \$/Building Area \$/Occupied Area
Assets	Choose  to open the Asset Selection window and select one more assets.	Only available if you selected % Net Asset Value, % Gross Asset Value, Currency / Building Area, or % Asset Cash Flow the How Input field.

Investment Entity: Fees

Navigation: **File>Investment Portfolios>Open Portfolio>Visual Editor>Select Entity>Fees**

Purpose

The Fees tab will allow you to model fees paid by one entity to another entity within an investment structure. You can either select the name of the entity in the **Input for** field or click its object in the Visual Editor to model inter-source transactions. For more information, see Investment Structures Intersource Transactions.

General			Amount						
Description	Account Code	Recipient	How Input	Amount 1	Frequency	Inflation %	Area Measure	Instrument	Assets
Fee 1		Lender ▾	% of D... ▾	2.00% ...				None ▾	



General


Field	Description	Notes
Description	Type the item name.	
Account Code	Type the account code.	
Recipient	None: No entity will receive the fee. Select the entity that will receive the fee.	

Amount

Field	Description	Notes
How Input	<p>Amount 1: Calculates cost as the amount you type in the Amount 1 field.</p> <p>% of Total Commitment: Calculates cost as a percentage of the total commitment made by the instrument selected in the Instrument field. Total commitment is the maximum amount of capital that can be provided according to the terms specified in the instrument.</p> <p>% of Utilized Commitment: Calculates cost as a percentage of the cumulative capital drawn through the instrument selected in the field. The capital drawn amount will not be diminished when capital is repaid.</p> <p>% of Draw: Calculates cost as a percentage of the capital drawn through the instrument selected in the Instrument field in the current period.</p> <p>% Unutilized Commitment: Calculates cost as a percentage of the portion of total commitment from the instrument which has</p>	

	<p>not yet been drawn upon. Total commitment is the maximum amount of capital that can be provided according to the terms specified in the instrument.</p> <p>% Unleveraged PV: Calculates cost as the percentage of the unleveraged present value (PV) of the assets selected in the Assets field.</p> <p>\$/Building Area: Calculates cost as the product of the value entered multiplied by the total building area in each period for the assets selected in the Assets field.</p> <p>\$/Occupied Area: Calculates cost as the product of the value entered multiplied by the total occupied area in each period for the assets selected in the Assets field.</p> <p>% of Potential Gross Revenue: Calculates cost as a percentage of the potential gross revenue for the assets selected in the Assets field.</p> <p>% of Effective Gross Revenue: Calculates cost as a percentage of the effective gross revenue for the assets selected in the Assets field.</p> <p>% of Total Operating Expenses: Calculates cost as a percentage of the operating expenses for the assets selected in the Assets field.</p> <p>% of Total Leasing Costs: Calculates cost as a percentage of the total leasing costs for the assets selected in the Assets field.</p> <p>% of Total Capital Expenditures: Calculates cost as a percentage of the total capital expenditures for the assets selected in the Assets field.</p> <p>% of Cash Flow Before Debt Service: Calculates cost as a percentage of the cash flow before debt service for the assets selected in the Assets field.</p> <p>% of Asset Cashflow: Calculates cost as a percentage of the asset cashflow for the assets selected in the Assets field.</p> <p>% of Resale: Calculates cost as a percentage of the resale value for the assets selected in the Assets field.</p>	
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	% of NOI: Calculates cost as a percentage of the net operating income for the assets selected in the Assets field.	
Amount 1	Type an amount/percentage to calculate fees to coincide with your selection in the How Input field. Click  to type amounts/percentages that vary over time.	
Frequency	Select a frequency interval: Annually Monthly	Available if Amount 1 is selected in the How Input field as a varying amount.
Inflation %	Select an inflation rate: No Inflation General Inflation Rate Market Inflation Rate Expense Inflation Rate CPI Inflation Rate Type a rate. Click the  to enter a rate that varies over time. Custom Rate: Select a custom rate, created in the Inflation tab. For more information, see Structure Details: Inflation.	
Area Measure	Select an area measure definition: Building Area Office Total Retail Total Industrial Total Storage Total Alternate Building Area Portfolio Total Area	Only available if you selected \$/Building Area or \$/Occupied Area in the How Input field.
Instrument	None: Does not apply the fee to an instrument. Select the instrument by name.	Available if you selected any of the following in the How Input field: % Total Commitment % Utilized Commitment % of Draw

		% Unutilized Commitment
Assets	Click  to match an entity with an asset.	<p>Available if you selected any of the following in the How Input field:</p> <ul style="list-style-type: none"> % of Unleveraged PV \$/Building Area \$/Occupied Area % of Potential Gross Revenue % of Effective Gross Revenue % of Total Operating Expenses % of Total Leasing Costs % of Total Capital Expenditures % of Cash Flow Before Debt Service % of Asset Cashflow % of Resale % of NOI

Investment Entity: Assets

Navigation: **File>Investment Portfolios>Open Portfolio>Visual Editor>Input for>Select Entity>Assets.**

Purpose

The Assets tab allows you to enter information on the property investments associated with each entity. You can either select the name of the entity in the **Input for** field or click its object in the visual editor to model inter-source transactions.

General					Ownership		Purchase	
Portfolio ▼	Scenario	Property	External... ▲	Entity ID	Ownership Method	% Ownership	Purchase Method	Purchase Date
US Portfolio	Base Scenario ▼	Resort with Golf Course	HT-7861	786000	Defined in Property ▼	100.00%	Defined in Property ▼	January, 2013 ▼
US Portfolio	Base Scenario ▼	Hotel Exquisite	HT-7864	786000	Defined in Property ▼	100.00%	Defined in Property ▼	January, 2013 ▼
US Portfolio	Base Scenario ▼	Spa and Hotel	HT-7867	786000	Defined in Property ▼	100.00%	Defined in Property ▼	January, 2013 ▼
US Portfolio	Base Scenario ▼	Industrial Way	IND-6018	600000	Defined in Property ▼	100.00%	Defined in Property ▼	January, 2013 ▼

Add Property Assets

Follow this procedure:

1. Click **Ribbon>Data>Add Record (Ctrl + N)**.

Note: Right click and select **Add Record**.

Result: The Select Property Assets popup appears.

2. Select the target **Portfolio** and **Scenario**.

Result: The Available Properties section populates with properties.

3. Select a property or multiple properties.

4. Click **Add**.

Option: Click **Add All** to add all properties in the portfolio.

Option: Click **Remove/Remove All** to remove selected/all properties from the Included Properties section.

Result: Properties are added to the Included Properties section.

5. Click **OK**.

Result: Assets tab now includes all the selected properties.

General

Field	Description	Notes
Portfolio	Displays the portfolio selected when the asset was added in the Properties window.	
Scenario	This field allows you to select the scenario containing the property asset. You may select other scenarios you have created from the pick list.	

Property	Displays the property selected when the asset was added.	
External ID	Displays the external ID defined in the selected property.	
Entity ID	Displays the entity ID defined in the selected property.	

Ownership

Field	Description	Notes
Ownership Method	<p>Defined in Property: Uses the date and price entered in the property model. Makes the % Ownership field inactive and uses the value from the property description.</p> <p>Override: Changes the values in the % Ownership field.</p>	
% Ownership	Type a percentage of ownership for cash flow and proceeds from resale of the selected property. This value acts as a modifier on all of the property's cash flows. The default is 100%.	

Purchase

Field	Description	Notes
Purchase Method	<p>Defined in Property: Uses the date and price entered in the property model. Makes the Purchase Date field inactive and uses the value from the property description.</p> <p>Portfolio Override: Uses the purchase price entered in the Portfolio Overrides>Portfolio Purchase Price.</p> <p>Override: Allows you to change the values in the Purchase Date and Equity Requirement fields.</p>	
Purchase Date	Type/select a date.	
Equity Requirement	Displays the property purchase less any debt and closing costs.	If you select Override in the Purchase Method field, you can type an equity requirement value.

Resale

Field	Description	Notes
Resale Method	<p>Defined in Property: Uses the resale date and price entered in the property model. Makes the Sale Date field inactive and uses the value from the property description.</p> <p>Portfolio Override: Uses the purchase price entered in the Portfolio Overrides>Portfolio Resale Price.</p> <p>Override: Changes the values in the Sale Date and Proceeds from Sale fields.</p>	
Sale Date	Type/select a sale date.	
Proceeds from Sale	Displays the proceeds from resale as calculated in the property model.	You can type a new net sale price for the resold property if you selected Override in the Resale Method field.
Resale Distribution	<p>Operating Cash Flow (default): Proceeds from the resale of the property asset contribute to operating cash flow.</p> <p>Specific Repayment: A portion of the proceeds from the resale of the property asset is used to repay capital received through a particular instrument. If the proceeds from a resale are greater than the amount of capital to be repaid, the remainder of the proceeds will be added to operating cash flow for the active entity.</p>	
Instrument	<p>None: Does not repay any instrument.</p> <p>Select the instrument linked to the specific investor you want to repay from resale proceeds.</p>	Only available if you selected Specific Repayment in the Resale Distribution field.
% CF Available	Type the percentage of available cash flow that will be used to repay the instrument selected. The default is 100%.	

Investment Entity: Financing

Navigation: **File>Investment Portfolios>Open Portfolio>Open Investment Structure>Visual Editor>Input for>Select Entity>Financing.**

Purpose

The Financing tab allows you to model financial instruments supporting the funding and repayment of debt as well as the contribution and repayment of equity.

General			Contributions of Capital				
Source Entity	Instrument Name	Type	Contribution Order	How Input	Amount 1	Take Out Loan	Assets
Lender ▾	Mortgage	Equity ▾	1	% Purc... ▾	2.00% ...		None ...

General

Field	Description	Notes
Source Entity	Select an entity that has been previously defined in the investment structure. You must first create entities in the Entity List tab. For more information, see Structure Details: Entity List.	
Instrument Name	Type a unique name for the instrument.	It is often useful for this name to contain a reference to the source entity.
Type	<p>Amortizing Debt: Instrument lends capital with amortized principal and interest payments.</p> <p>Equity: Instrument holds rights of ownership in exchange for contribution of capital.</p> <p>Interest Only: Creates a debt record based on amortizing debt. Instrument will lend capital with interest only payments for the life of the loan.</p> <p>Other Debt: Instrument lends capital but does not require regular principal and interest payments.</p>	

Contributions of Capital

Field	Description	Notes
Contribution Order	<p>Type a number. Specify the relative priority order for contributions received from different instruments.</p> <p>The instrument specified as "1" in the Contribution Order field will be the first to contribute funds, as needed, until</p>	If multiple instruments have the same contribution order number, you can select Proportionate to indicate investors will contribute funds


	<p>100% of the commitment for that instrument has been reached.</p> <p>After exhausting all sources of funding at level 1, additional funding will be provided in like manner from instruments assigned to contribution order 2, 3, 4 etc.</p>	proportionate to their commitments.
How Input	<p>Amount 1: Interprets the entry in the Amount 1 field as a currency amount. Entries using Amount 1 are contributed, regardless of the needs of the project. If there is no use for this capital, it will be immediately repaid or applied to profit distribution payments.</p> <p>% Investment: Defines the investor's commitment as the sum of the purchase prices and any capital expenses incurred by the properties specified in the Assets field. Capital is only contributed when there is a need for it.</p>	<p>Select an input method for determining contribution amounts. This is the type and amount of funding that the investor is committing to provide in the event that it is needed.</p>
	<p>% Purchase: Defines the investor's commitment as the sum of the purchase prices specified in the Assets field. Capital is only contributed when there is a need for it.</p>	<p>If there is debt at the asset level and if you selected the Defined in Property option in the Purchase Method field and either the % Purchase or % Investment option in the How Input field, the following conditions apply:</p> <p>Any contributions towards property purchase will subtract any principal balance of qualifying loans within the asset with a minimum amount of zero.</p> <p>Qualifying loans will match the following requirements:</p> <ul style="list-style-type: none"> • The loan date is equal to the analysis begin date.

		<ul style="list-style-type: none"> The No option must be selected in the Show Loan Proceeds field. <p>Example</p> <p>Purchase Price = \$100,000</p> <p>Debt Note= \$40,000</p> <p>Loan Date = Analysis Start Date</p> <p>Capital Contribution from Instrument = 50% of Purchase Price</p> <p>Resulting Calculation: $50\% \times (100,000 - 40,000) = 30,000$.</p>
	<p>Fixed Commitment: Represents the commitment of the source investor. Contributions can be made up to this amount as needed. You would use this option to indicate that the investor will contribute capital for any need in the project up to the commitment entry provided.</p>	<p>For example, a fixed commitment can fund the purchase of property assets and cover operating losses. The Fixed Commitment option does not cover shortfalls in mortgage payments.</p>
	<p>LTV Loan: Creates a debt note based on a loan to value (LTV) ratio. Type the LTV ratio in the Amount 1 field and specify the properties providing the value in the Assets field.</p>	<p>The unleveraged present value of these properties will be used to establish their value.</p>
	<p>DSCR Loan: Creates a debt note based on a debt service coverage ratio. Type the ratio of cash flow to debt service in the Amount 1 field and specify the properties providing the cash flow in the Assets field.</p>	
	<p>% Shortfalls: Indicates that the investor will contribute a portion of any need the project has without an upper limit.</p>	<p>For example, the % Shortfalls option is intended to be used to cover any shortfalls in purchasing property assets, operating losses, and mortgage repayments.</p>
	<p>% Adopted Value: Multiplies the value from</p>	


	Valuation>Assumptions>General>Adopted Valuation by the percentage you enter in the Amount field.	
	Takeout Loan: Enables the Take Out Loan field for selection.	When you select a take out loan, the system creates an inter-source transaction, even though it is not visible on the Inter-Source Transactions tab.
Amount 1	Type an amount/percentage. Certain options allow you to click <input type="text"/> to enter amounts/percentages that vary over time.	Based on your selection in the How Input field.
Take Out Loan	None: Default with warning message. Select an instrument that has been previously defined in the investment structure. You must first create instruments in the Instrument List tab. For more information, see Structure Details Instrument List.	You can see the loan balance of the original loan being retired/replaced in the Ending Balance column in the Loan Amortization report. Retirement/replacement of the original loan displays in the same month on the Sources and Uses and CashFlow reports.
Assets	None: Default until you select assets. Click <input type="text"/> to open the Select Assets popup and select property assets.	Available based on limited selections in the How Input field.
Maximum Contribution	Type a number. Use this field to limit the amount the source entity will contribute through the instrument.	Only available if you selected Amount 1 in the How Input field.
Proportionate	Checked: Indicates that instruments with the same contribution order contribute amounts proportionate to their commitment. Unchecked: Instruments with the same contribution order contribute capital in equal measure.	Available based on limited selections in the How Input field.
Earliest Contribution Date	Analysis Start: Uses Analysis start date as the earliest contribution date.	

	Fixed Date: Type a specific date in the Fixed Date field.	
Fixed Date	Type/select a date.	Only available if you selected Fixed Date for Earliest Contribution Date.

Interest


Field	Description	Notes
Interest	Type a simple interest rate. Click  to enter a rate that varies over time.	
Rate Type	Nominal (default): Interest accrues each month at the rate entered divided by twelve. Effective: Interest accrues each month at a rate which results in annual interest charges at the rate entered.	
Interest Calculation	Type/select the interest timing. Start of Month (default): Uses the capital balance at the start of the month to calculate interest payments. End of Month: Uses the capital balance at the end of the month to calculate interest payments.	


Finance Fees

Field	Description	Notes
How Input	Amount 1 (default): Entry in the Amount 1 field is interpreted as a currency amount. Detail or Multiple: Enables Detailed Finance Fees grid that allows you to specify multiple fees.	You cannot apply finance fees with varying timing for amortizing and interest only loans.
Amount 1	Type an amount. Click  to enter amounts that vary over time.	This field will not be available if the Detail or Multiple was selected in the How Input field.
Include in Loan	Yes: Includes finance fees in the loan. No: Excludes finance fees in the loan.	Only available if you selected Amortizing Debt for the Type field.

Repayment of Capital

Field	Description	Notes
Repayment Order	Type a number to specify relative priority of repayments to different instruments.	<p>This field will not be available when the Amortizing Debt option is selected for the Type field because the required principal and interest payments for these instruments are always repaid. Investors will be repaid through their linked instruments in numerical order.</p> <p>If multiple instruments have the same repayment order number, you can select Proportionate to indicate investors will contribute funds proportionate to their commitments. If the Proportionate option is selected, instruments with the same repayment order will be paid in equal measure.</p>
Capital Repayment Start	<p>Select the date when repayment of capital begins.</p> <p>Earliest Contribution Date (default): This instrument is eligible to receive capital repayments on its earliest contribution date.</p> <p>Fixed Date: Repayment begins at the date you specify in the Fixed Date field.</p> <p>Never: The capital supplied from this instrument is repaid.</p>	<p>This option cannot be used in conjunction with Amortizing Debt.</p>
Fixed Date	Type/select a date at or after the earliest contribution date.	The Fixed Date field is only available if you selected Fixed Date in the Capital Repayment Start field.
Capital Repayment Method	Select a basis for the adjacent Amount field.	Only available if you selected Amortizing Debt for the Type field.

	<p>Amortization Term: Amortizes the loan repayment according to the number of months you type in the Loan Term field. Enables Loan Term field. Disables Amount field.</p> <p>% of Outstanding Balance: Applies percentage you type to the remaining balance until the end of the loan period. Therefore, these amounts decrease as the loan is paid down because they are based on a decreasing outstanding balance. Enables Amount field. Disables Loan Term field.</p> <p>Fixed Amount: Enables Amount field. Disables Loan Term field. Uses the amount you type.</p> <p>% of Accumulated Drawn: Applies percentage you type to the original balance until the end of the loan period. Therefore, this amount stays the same as the loan is paid down because it is based on the original loan balance. Enables Amount field. Disables Loan Term field.</p>	
Amount	Type an amount/percentage. Click  to enter amounts/percentages that vary over time.	Based on selections in the Capital Repayment Method field.
Loan Term (Mo)	Type the loan term in whole numbers.	Only available if you selected Amortizing Debt in the Type field. The system will keep track of required payments, and if there are not sufficient funds to make the payments, a balancing account contribution will be used to make up these payments.

Repayment Date	<p>Select the date when repayment of remaining capital is required.</p> <p>Analysis End (default): The repayment date is the analysis end date.</p> <p>Fixed Date: The repayment date is a date you specify in the Fixed Date field.</p>	
Fixed Date	Type a date at or after the earliest contribution date.	Only available if you selected Fixed Date in the Repayment Date field.
Proportionate	<p>Checked: Indicates that instruments with the same contribution order contribute amounts proportionate to their commitment.</p> <p>Unchecked: Indicates that instruments with the same contribution order contribute capital in equal measure.</p>	
% CF Available	Type the amount of available cash flow that can be used to make repayments of capital and payment of fees.	Unavailable if you selected checked in the Proportionate or Amortizing Debt in the Type field.
Additional Repayments	<p>Type an annually repeating payment beginning on the capital repayment start date.</p> <p>Click  to enter repayment amounts that vary over time.</p>	
Interest Payment Source	<p>This field gives you flexibility to make interest payments through a different instrument from the one that owes the interest.</p> <p>Available Cash (Default)</p> <p>Select the instrument that will make the interest payments on the loan. You must first create instruments in the Instrument List tab. For more information, see Structure Details Instrument List.</p>	

<p>Finance Fee Payment Source</p>	<p>Select the payment source for the finance fees associated with the loan.</p> <p>Available Cash (default): The finance fees are repaid from the available cash flow.</p> <p>Interest Payment Source: The finance fees are repaid from the instrument that you selected in the Interest Payment Source field. Only available if you select an instrument for the Interest Payment Source field.</p>	
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Investment Entity: Inter-source Transactions

Navigation: **File>Investment Portfolios>Open Portfolio>Visual Editor>Input for>Select Entity>Inter-Source Transactions**

Purpose

The Inter-Source Transactions tab allows you to model transfers of capital among instruments within an investment structure. Each row of the grid represents a transfer of capital from one entity to another. Transferring amounts reduces the capital contribution receiving interest of the recipient instrument while increasing the same for the source. You can either select the name of the entity in the **Input for** field or click its object in the visual editor to model inter-source transactions.

General			Amount				
Description	Source Instrument	Recipient Instrument	How Input	Amount 1	Transaction Date	Terminate Contributions	Exclude from Total Commitment
Transaction 1	GP Equity	LP Equity	Amount 1	0.00	1/1/2013	<input type="checkbox"/>	<input type="checkbox"/>

General

Field	Description	Notes
Description	Type a description for the inter-source transaction.	
Source Instrument	Select an instrument to fund the transaction in the pick list. You may choose from any instrument within the structure.	
Recipient Instrument	Select an instrument to receive funding in the pick list.	The system will not allow you to select the same instrument you chose in the Source Instrument field.

Amount

Field	Description	Notes
How Input	<p>Amount 1: Interprets entry in the Amount 1 field will be interpreted as the currency amount for the transaction.</p> <p>% of Outstanding Balance: Interprets entry in the Amount 1 field as a percentage of the outstanding balance invested through the recipient instrument.</p>	
Amount 1	Type a number/percentage.	Based on selection in the How Input field.

Transaction Date	Type/select a date for the transaction.	
Terminate Contributions	<p>Checked: No further capital contributions will be made from the selected source instrument to the selected recipient instrument.</p> <p>Unchecked: Further capital contributions will be made from the selected source instrument to the selected recipient instrument.</p>	
Exclude from Total Commitment	<p>Checked: Excludes the inter-source transaction from the total commitment amount.</p> <p>Unchecked: Includes the inter-source transaction from the total commitment amount. Increases the commitment for the source instrument.</p>	Whether the transaction is included/excluded from the total commitment may have an impact on calculated fees.

Investment Entity: Distributions

Navigation: **File>Investment Portfolios>Open Portfolio>Visual Editor>Input for>Select Entity>Distributions**

Purpose

The Distributions tab allows you to model profits to be paid in specified distributions. You can either select the name of the entity in the Input for field or click its object in the Visual Editor to model distribution.

Input for

Entity Details	Costs	Fees	Assets	Financing	Inter-Source Transactions	Distributions	Portfolio Overrides	Valuation Assumptions
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General

Field	Description	Notes
Name	Type a name to identify the distribution.	
Recipient	None is the default until you select an instrument in the pick list. This instrument is used to distribute profits from the Source Entity to the recipient entity.	You must first create an instrument and associate it with the entity in the Instrument List tab to be able to select it in the pick list.
Distribution Order	Type the order number in which the distribution will be processed.	<p>This field is cleared and unavailable when the Amount 1 option is selected in the How Input field, because these distribution amounts are always paid.</p> <p>The field is also unavailable when using the Preferred Return or Residual Percentage options because such distributions will always be processed first or last respectively.</p>

Amount

Field	Description	Notes
How Input	<p>Amount 1: The number you type in the Amount 1 field will be used to define a recurring or variable profit payment made to the entity associated with the instrument selected in the Recipient field. Note the % Allocation and Repay Capital Before Preferred Return fields are not available. Amount 1</p>	The Frequency and Repay Capital Before Preferred Return fields are not available.

	<p>profit distribution payments are always made, even if capital must be contributed from a balancing account to cover them.</p> <p>Preferred Return: The percentage you type in the Amount 1 field will be used to calculate an equity return that must be paid to the entity associated with the instrument selected in the Recipient field prior to making capital repayments or subsequent distributions. The Distribution Order field is not available because preferred returns are automatically paid first in the distribution order. The Frequency and % Allocation fields are also unavailable.</p> <p>IRR Lookback: Cash will be distributed until an internal rate of return (IRR) threshold has been achieved. Each recipient instrument can only have one IRR lookback in a given distribution order. Also, IRR lookbacks must be processed before equity multiple or catch-up distributions; therefore, the system requires an IRR lookback distribution to be assigned a lower distribution order number.</p> <p>Equity Multiple: The number you type in the Amount 1 field will be multiplied by the equity supplied by the instrument selected in the Recipient field to calculate the distribution.</p> <p>Catch-up: The number you type in the Amount 1 field will be used to calculate the distribution of available profits allocated to one of the entities, usually the general partner (GP), until the pre-determined share of overall profits, including his own, is reached. For example, a catch-up rate of 20% would mean that the</p>	
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	<p>GP would receive profit payments in each distribution period made at the rate specified in the % Allocation field. These profit payments will be made until a total 20% return is achieved.</p> <p>Promote: A promote will be associated with an IRR Lookback, Catch-up, or Equity Multiple row. Type a percentage in the % Allocation field for the promote. Note promotes must be matched with an IRR Lookback, Catch-up, or Equity Multiple row and the same distribution order number. Also Promote cannot be use with Distribution Order 1.</p> <p>Fixed Profit: the number you type in the Amount 1 field will represent the total amount to be paid to the investor.</p> <p>Residual Percentage: The percentage you type in the Amount 1 field will be used to calculate how much of the remaining profits after distributions, costs, fees, and loan payments will be paid to the instrument you selected in the Recipient field. Note the Distribution Order field is not available, because residual percentage is automatically paid last.</p>	
Amount 1	<p>Type the number/percentage.</p> <p>Click  to type amounts that vary over time. Only available if Amount 1 is selected for How Input.</p>	
Frequency	<p>Select a frequency interval:</p> <p>Annually</p> <p>Monthly</p>	Only available if Amount 1 is selected for How Input.
% Allocation	Type a percentage of the cash flow to be allocated from each distribution level to the respective row.	Not available if you selected Amount 1, Preferred Return, or Residual Percentage in the How Input field.

Repay Capital Before Preferred Return	<p>Checked: Repays the capital investment before the preferred return is paid.</p> <p>Unchecked: Does not repay the capital investment before the preferred return is paid.</p>	Available if you selected Preferred Return in the How Input field.
Tax Rate	Type a percentage to be set aside for taxes.	Reports on the Taxes on Profits line in the Cash Flow report.

See Also: Investment Structures: Cash Flow Report

Investment Entity: Portfolio Overrides

Navigation: File>Investment Portfolios>Open Portfolio>Visual Editor>Input for>Select an Entity>Portfolio Overrides>Ribbon>Data>Edit Structure.

Purpose

You can override portfolio values for Portfolio Area, Purchase Price, and Resale Price.

The screenshot shows a dialog box titled 'Portfolio Area Options' with three sections. The first section, 'Portfolio Area Options', has a dropdown menu set to 'Sum of Component Area' and a text input field with '0'. The second section, 'Portfolio Purchase Price', has a dropdown menu set to 'Sum of Component Pri...' and a text input field with '0'. The third section, 'Portfolio Resale Price', has a dropdown menu set to 'Sum of Component Pri...' and a text input field with '0'.

Portfolio Area Options

Fields	Description	Notes
Area Options	<p>Sum of Component Area: Uses the total of all area measures of all properties in the portfolio.</p> <p>Portfolio Area Override: Defaults to zero. Uses the amount you type to the right as the new portfolio area.</p>	

Portfolio Purchase Price

Fields	Description	Notes
Price Options	<p>Sum of Component Prices: Uses the total of all purchase prices of all properties in the portfolio.</p> <p>Purchase Price Override: Defaults to zero. Uses the amount you type to the right as the new portfolio purchase price. Enables the Portfolio Override option in the Assets>Purchase>Purchase Method field.</p>	

Portfolio Resale Price

Fields	Description	Notes
Price Options	<p>Sum of Component Prices: Uses the total of all resale values of all properties in the portfolio.</p> <p>Resale Price Override: Defaults to zero. Uses the amount you type to the right as the new resale. Enables the Portfolio Override option in the Assets>Resale>Resale Method field.</p>	

See Also: Investment Structures Entity Reports

Investment Entity: Valuation Assumptions

Navigation: File>Investment Portfolios>Open Portfolio>Visual Editor>Input for>Entity>Valuation Assumptions

Purpose

The Valuation Assumptions tab allows you to type/select assumptions for sensitivity intervals for an investment structure. Select [Structure Details](#) in the **Input for** field.

Input for	LP
Entity Details	Costs
Fees	Assets
Financing	Inter-Source Transactions
Distributions	Portfolio Overrides
Valuation Assumptions	

See Also: Shortcuts

Sensitivity Intervals	
Cap Rate Interval	0.5%
Resale Amount Interval	0.5%
Gross Income Multiplier Interval	0.25
Purchase Price Interval	\$ Amount 50,000
Discount Rate Interval	0.5%
IRR Target	10.0%

Sensitivity Intervals

Adjust the intervals used in various resale calculation methods.

Note: Valuation date is Analysis Start date entered in Structure Details.

Cap Rate Interval

Adjust the cap rate up or down in percentage steps. The default is .5%. Note adjustments apply to properties that have one of the net operating income (NOI) options as the resale calculation method.

Resale Amount Interval

Adjust the resale amount interval up or down in percentage steps. The default is .5%. Note adjustments apply to properties that have one of the following options in the **Amount** field selected as the resale calculation method: [Inflate Purchase Price](#), [Enter Sale Price](#), [\\$/Building Area](#).

Gross Income Multiplier Interval

Adjust the gross income multiplier interval up or down in percentage steps. The default is .5%. Note adjustments apply to properties that use the [Gross Income Multiplier](#) option as the resale calculation method.

Purchase Price Interval

Enter the purchase price interval for all resale calculation methods. The default is \$50,000.

Discount Rate Interval

Enter the discount rate interval. The default is .5%

IRR Target

Enter the internal rate of return (IRR) target. The default is 10%.

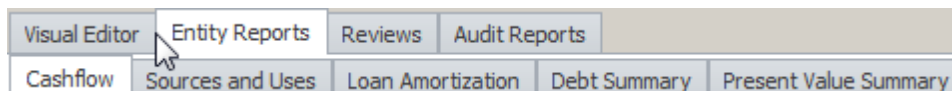
See Also: Investment Structures Entity Reports

Investment Structures: Entity Reports

Navigation: **File>Investment Portfolios>Open Portfolio>Entity Reports**

Purpose

The Entity Reports tab allows you to create reports for the investment structure you are modeling. The Reports tab can be undocked and docked by dragging the tab away from and back to the Visual Editor tab. Select the entity you want to report for in the pick list in the **Report for** field.



Report for

Choose an entity in the pick list of the **Report for** field.

Reports:

- [Cashflow](#)
- [Sources and Uses](#)
- [Loan Amortization](#)
- [Debt Summary](#)
- [Present Value Summary](#)

Cashflow

Navigation: **Investment Portfolio>Entity Reports>Cashflow**

Purpose

The Cashflow report allows you to generate a schedule of cash flows from operations and review consolidated cash flows for a portfolio.

Report Sections

The report is broken into several sections:

- Rental Revenue
- Other Tenant Revenue
- Other Revenue
- Vacancy & Credit Loss
- Multifamily Revenue
- Hotel Revenue
- Operating Expenses
- Leasing Costs
- Multifamily Leasing Costs

- Capital Expenditures
- Debt Service
- Portfolio Expenses
- Financing & Equity

See Also: Investment Structures Cashflow Report Options

Report Formatting

- Rows expand/collapse to show component/totals of all component properties.
- Debt Service and Financing lines include portfolio level transactions.
- Amounts for components match those shown on the property Cashflow report.
- Revenue/Expense lines without accounts are included as unique lines.
- Sub-lines are not included.

See Also: Property Cash Flow

Sources and Uses

Navigation: **Investment Portfolio>Entity Reports>Sources and Uses**

Purpose

The Sources and Uses report allows you to review how capital will likely be called or drawn by the fund to finance investments and how operating cash flows will be used by the fund to pay expenses, return capital to investors, and pay profit distributions.

The report will allow you to project returns and plan for cash use by enabling you to perform the following tasks:

- Review projected capital requirements
- Forecast anticipated profit within individual investments
- Calculate value of a particular investment
- Forecast return on equity.

Report Sections

The report is broken out into several sections for sources and uses of capital as well as investor returns, key performance indicators (KPIs), and fund KPIs. Report headers provide the entity name, the entry to the **Valuation Date** field, and the date/time stamp indicating when the report was produced. The report displays the following sections:

Sources of Capital

Displays various sources of capital.

Defined Sources of Capital

This section sub-totals on the Total Defined Sources of Capital line.

Funding Received

Choose from:

- **Collapsed:** Displays, for each period, the total of all capital received through instruments other than amortizing debt that terminates with the active entity.
- **Expanded:** Displays the funding broken down by source instrument.

Operating Gains

Choose from:

- **Collapsed:** Displays, for each period, the total of all positive results for cash flow available for distribution for all assets owned by the active entity.
- **Expanded:** Displays all positive results of cash flow available for distribution broken down by source asset.

Proceeds from Resale

Choose from:

- **Collapsed:** Displays for each period the total proceeds from resale for all assets sold in each period.
- **Expanded:** Displays proceeds from resale broken down by source asset.

Fees Collected

Choose from:

When **By Entity** is chosen in the **Fee Format** field, the following conditions apply:

- **Collapsed:** Displays each entity which pays fees to the active entity, displaying the total fee paid in each reporting period.
- **Expanded:** Displays fees broken out by account (or by name if account is blank).

When **By Account/By Entity** is chosen in the **Fee Format** field, the following conditions apply:

- **Collapsed:** Displays each unique fee account (or unique name if account is blank) for which the active entity receives a non-zero fee payment.
- **Expanded:** Displays fees broken out by entity.

Note: Fees with matching, non-blank account numbers are consolidated. Similarly, fees with blank account numbers and matching names will be consolidated.

Repayments Collected

Choose from:

- **Collapsed:** Displays, for each period, the total of all repayment received from instruments except amortizing debt that originate with the active entity.
- **Expanded:** Displays the capital repayment received, broken down by instrument.

Amortized Lending

Choose from:

- **Collapsed:** Displays, for each period, the total of all new funding received, principal payments, interest payments, and finance fees received from amortizing debt instruments that originate or terminate with the selected entity.
- **Expanded:** Displays lines for total new funding received, total interest payments received, total principal payments received, and finance fees received.
- **Expanded Further:** Displays the funding, interest payments, principal payments, or finance fees collected, broken down by instrument.

Inter-Source Funding Collected

Choose from:

- **Collapsed:** Displays, for each period, the total of all inter-source funding received.
- **Expanded:** Displays the inter-source funding received, broken down by source instrument.

Profit Distribution Collected

Choose from:

- **Collapsed:** Displays, for each period, the total of all profit distribution received from instruments that originate with the active entity.
- **Expanded:** Displays the profit distribution received, broken down by instrument.
- **Expanded Further:** Displays the profit distribution from each instrument broken down by distribution description.

Distribution of Withheld Funds

Displays the distribution of withheld funds. This applies to the general partner only. Choose from:

- **Collapsed:** Displays, for each period, the total distribution of withheld funds.
- **Expanded:** Displays the distribution received, broken down by instrument.

Other Sources of Capital

This section sub-totals items on the Total Other Sources of Capital lines.

Withdrawals from Reserves

Displays any shortfalls that will be met by tapping the reserve account in any period so long as the account has a positive balance.

Balancing Account Contributions

Displays the amount of capital drawn from the balancing account in any period. Note once the reserve account has a zero balance, shortfalls will be met by tapping the balancing account.

Total Sources of Capital

Displays the sum of the following lines: Defined Sources of Capital + Withdrawals from Reserves + Balancing Account Contribution.

Uses of Capital

Displays various uses of capital.

Defined Uses of Capital

This section sub-totals items on the Total Defined Uses of Capital line.

Capital Calls & Loan Draws

Choose from:

- **Collapsed:** Displays, for each period, the total of all capital contributed through instruments other than amortizing debt that originate with the active entity.
- **Expanded:** Displays the calls or draws broken down by instrument.

Amortized Lending

Choose from:

- **Collapsed:** Displays, for each period, the total of all funding provided, principal payments, interest payments, and finance fees paid from amortizing debt instruments that originate or terminate with the selected entity.
- **Expanded:** Displays lines for the total new funding provided, total interest payments, total principal payments, and the finance fees paid.
- **Expanded Further:** Displays funding, interest payments, principal payments, or finance fees, broken down by instrument.

Operating Shortfalls

Choose from:

- **Collapsed:** Displays, for each period, the total of all negative results for cash flow available for distribution for all assets owned by the active entity.
- **Expanded:** Displays all negative results of cash flow available for distribution, broken down by source asset.

Asset Purchase

Choose from:

- **Collapsed:** Displays, for each period, the total amount spent on asset purchase in each period.
- **Expanded:** Displays asset purchase amounts broken down by source asset.

Costs Paid

This line only displays costs if **Non-Tax** is selected in the **Classification** field. Choose from:

- **Collapsed:** Displays, for each period, the total of all costs paid by the active entity.
- **Expanded:** Displays the costs broken down by account (or by name if account is blank).

Note: Costs with matching, non-blank account numbers are consolidated. Similarly, costs with blank account numbers and matching names are consolidated.

Fees Paid

Displays fees paid as multiple lines with its own heading and sub-total.

When **By Entity** is chosen in the **Fee Format** field, the following conditions apply:

- **Collapsed:** Displays each entity that receives fees from the active entity, displaying the total fee paid in each reporting period.
- **Expanded:** Displays fees broken out by account (or by name if account is blank).

When **By Account/By Entity** is chosen in the **Fee Format** field, the following conditions apply:

- **Collapsed:** Displays each unique fee account (or unique name if account is blank) to which the active entity makes a non-zero fee payment.
- **Expanded:** Displays fees broken out by entity.
- **Note:** Fees with matching, non-blank account numbers are consolidated. Similarly, fees with blank account numbers and matching names are consolidated.

Repayments

Displays repayments. Choose from:

- **Collapsed:** Displays, for each period, the total of all repayments to instruments other than amortizing debt that terminates with the active entity.
- **Expanded:** Displays the repayment, broken down by instrument.

Inter-Source Funding

Displays inter-source funding. Choose from:

- **Collapsed:** Displays, for each period, the total of all inter-source funding paid.
- **Expanded:** Displays the inter-source funding paid, broken down by recipient instrument.

Profit Distribution

Displays the profit distribution. Choose from:

- **Collapsed:** Displays, for each period, the total of all profit distribution paid to instruments that terminate with the active entity.
- **Expanded:** Displays the profit distribution paid, broken down by instrument.
- **Expanded Further:** Displays the profit distribution to each instrument, broken down by distribution description.

Clawback Provision

Displays any withheld funds, upon the closure of a fund, that will be taken away from the general partner. These funds are given to another investor as a part of his or her unmet preferred returns or restored to this investor on the Distribution of Withheld Funds line. Choose from:

- **Collapsed:** Displays, for each period, the total clawback amount.
- **Expanded:** Displays the clawback, broken down by instrument.

Taxes on Profits

Displays calculations for taxes on profits. Choose from:

- **Collapsed:** Displays the total of all taxes calculated as a percentage of individual distributions plus the total of all taxes entered as costs when **Tax** is selected in the **Classification** field.
- **Expanded:** This option is broken into the following:
 - **Taxes on Distributions:** Displays the total of taxes paid as a percentage of profit distribution. This line can be expanded further to reveal the tax broken down by the instrument governing the distribution. This line can be expanded further to reveal the tax broken down by distribution description.
 - **Taxes as Costs:** Displays the total of all costs paid by the active entity where **Tax** is selected in the **Classification** field. This line can be expanded further to reveal the costs broken down by account (or by name if account is blank).

Note: Costs with matching, non-blank account numbers will be consolidated. Similarly, costs with blank account numbers and matching names will be consolidated.

Other Uses of Capital

This section sub-totals items on the Total Other Uses of Capital line.

Funds Withheld

For general partners, any distributions are displayed on this line. These amounts contribute to the investor's returns but will be deposited to the clawback account until the closure of the fund they were distributed from, at which point they will be removed from the account and either returned to the investor or used to pay unmet preferred returns.

Balancing Account Repayment

Displays net cash that is being used to pay down the balancing account. Note the balancing account must be repaid prior to contributing to reserves.

Deposits to Reserves

Displays any remaining cash that is being paid into the reserve account in any period.

Total Uses of Capital

Displays the sum of the following lines: Defined Uses of Capital + Balancing Account Contribution + Deposits to Reserves + Funds Withheld.

Net Cash Flow

Displays the net cash flow and provide the basis for the calculation of numerous key performance indicators (KPIs).

Clawback Account

Displays the balance of money in the clawback account that can be taken away from the general partner in any reporting period. This is equal to the cumulative sum of values posted to the Funds Withheld line within the Other Uses of Capital section. This line only appears if at least one non-zero value exists for it.

Reserve Account

Displays the balance of money in the reserve account in any period.

Balancing Account

Displays the amount of money owed to the balancing account in any reporting period.

Investor Returns

There are several lines in the report that display investor returns.

Initial Capital Contribution

This line only displays a value in the first column of the report. It represents the value used for initial equity when calculating investor returns at the valuation date. It takes into account cumulative cash flows before the valuation date and capital calls on the valuation date.

Present Value of Cash Flows

This line represents the value of each period's cash flow as of the valuation date.

Cumulative Present Value

This row displays the cumulative result from present value of cash flows.

IRR from Inception

Displays the discount rate where the Cumulative Present Value line equals the Initial Capital Contribution line if the entity inception date is used as the valuation date. Note the row will be displayed as N/A if such a discount rate does not exist.

IRR at Valuation Date

Displays the discount rate where the Cumulative Present Value line equals the Initial Capital Contribution. It will be displayed as N/A if such a discount rate does not exist.

Committed Capital

Displays the consolidated commitment of capital for all of the equity instruments originating with the selected entity.

Paid-In Capital

Displays the cumulative sum of capital calls & loan draws.

Cumulative Distributions

Displays the cumulative sum of repayments collected and profit distributions collected.

Investment Multiple

Displays a proportion of the called up capital that has been returned or retained.

Realization Multiple

Displays a proportion of the called up capital that has been returned.

RVPI Multiple

Displays a proportion of the called up capital that has been retained.

PIC Multiple

Displays a proportion of committed capital that has actually been drawn down.

Equity Multiple

Displays a value similar to the profit distribution ratio of the same name. It is equal to the cumulative sum of (repayments collected + profit distribution collected) divided by (paid-in capital + cumulative charged interest).

Return on Equity

Displays the ratio of net profit to maximum financing.

Net Equity

Displays the difference of paid-in capital less cumulative repayments collected.

Cash on Cash

Displays the ratio of the total profit distribution collected in any period divided by net equity.

Fund Performance Metrics

To display fund performance metrics select **Show Fund Performance Metrics** in Report Options.

Committed Capital

Displays the consolidated commitment of capital for all of the equity instruments terminating with the selected Entity.

Investment Multiple

Displays the proportion of the paid-in capital that has been returned or retained. It is equal to (Cumulative Distributions + total Unleveraged PV of assets owned) divided by Paid-In Capital in any reporting period.

Realization Multiple

Displays the proportion of the paid-in capital that has been returned. It is equal to Cumulative Distributions divided by Paid-In Capital in any reporting period.

RVPI Multiple

Displays the proportion of the paid-in capital that has been retained. It is equal to (PV of assets owned) divided by Paid-In Capital in any reporting period.

Return on Equity

Displays the ratio of net profit to maximum financing for Equity instruments only. It is equal to (Cumulative Distributions less Paid-In Capital)/(maximum net equity).

Cash on Cash

Displays the ratio of the total Profit Distribution in any period divided by net equity.

Loan Amortization

Navigation: File>Investment Portfolios>Open Portfolio>Entity Reports>Loan Amortization

Purpose

The Loan Amortization report allows you to see the details of amortization amounts for all loans.

Note: The Loan Amortization report displays only loans at the investment structure level. For example, for an investment portfolio with three properties, the report shows only debt related to its fund, not the property assets within the portfolio.

Report Columns

The report is broken into columns/rows:

- Date
- Beginning Balance
- Proceeds
- Interest Rate
- Amortized Payments
- Interest Payments
- Principal Payments
- Ending Balance
- % of Outstanding Balance
- % of Accumulated Drawn
- Final Totals

See Also: Investment Structure Loan Amortization Report Options

Report Formatting

- Reports to the Analysis End date (even if the loan extends beyond the analysis period).
- Reports only portfolio level loans.

Debt Summary

Navigation: File>Investment Portfolios>Open Portfolio>Entity Reports>Debt Summary

Purpose

The Debt Summary report allows you to view investment portfolio and asset debt.

Report

The report is broken into rows/columns:

- Name
- Building Area
- Maturity Date
- Beginning Balance
- Monthly Principal Payment
- Monthly Interest Payment
- Monthly Debt Service
- Annual Interest Rate
- Annual Debt Service
- Annual NOI
- DSCR
- PV Date
- PV Hold Period
- Present Value at PV Date
- Present Value at Report Date
- LTV
- Other Debt
- Total

Report Formatting

- Rows expand/collapse to show detail/totals of all property debts.
- Annual NOI on the portfolio line includes portfolio level expenses.

Present Value Summary

Navigation: **File>Investment Portfolios>Open Portfolio>Entity Reports>Present Value Summary**

Purpose

The Present Value Summary report allows you to view the present values for property assets within the portfolio.