## Report Sections

The report is broken into several rows/columns:

- Analysis Period

- Period Ending

- Purchase Price

- PV of Purchase Price

- Cash Flow After Debt Service

- P.V. of Cash Flow at (User defined Discount Rate)

- Resale Amounts

- PV of Resale at (User defined Discount Rate)

- Total Net PV

## Report Formatting

- Value Date is the Analysis Start Date for Structure Details
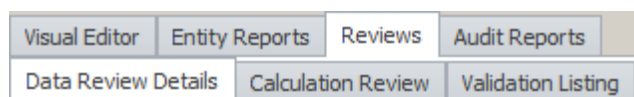
- Does not include adopted valuation.

See Also: Present Value Summary Report Options
Investment Structures Present Value

# Investment Structures: Reviews

**Navigation: File>Investment Portfolios>Open Portfolio>Structures>Open Structure>Reviews tab**

## Purpose

You can review potential input errors that may have a material impact on the cash flows and valuation.

| Visual Editor | Entity Reports | Reviews | Audit Reports |
|---|---|---|---|
| Data Review Details | Calculation Review | Validation Listing | |

### Data Review Details

**Navigation: File>Investment Portfolios>Open Portfolio>Structures>Open Structure>Reviews tab>Data Review Details**

The Data Review Details report describes relevant warnings regarding input data and displays the data review details for the entire investment structure, grouped into parents that correspond to each of the entities and one parent for the investment structure. Click the arrow to the left of each item in the Item Name column to display information in the other columns.

| Column | Description | Notes |
|---|---|---|
| **Item Name** | Displays the item name. You can select specific areas of the investment structures. | |
| **Icon** | Displays a warning/error icon. | |
| **Severity** | Displays the severity level as a Warning/Error. | |
| **Message** | Displays the message relevant to the item.<br><br>When you click an item name, you will be able to see the messages specific to that item. | If there are no warnings or errors, that section is not displayed. |

### Calculation Review

**Navigation: File>Investment Portfolios>Open Portfolio>Structures>Open Structure>Reviews tab>Calculation Review**

The Calculation Review Details report describes issues regarding general calculation results expectations. Click the arrow to the left of each item in the Item Name column to display information in the other columns.

| Column | Description | Notes |
|---|---|---|
| **Item Name** | Displays the item name. You can select specific areas of the investment structures. | |
| **Icon** | Displays a warning/error icon. | |

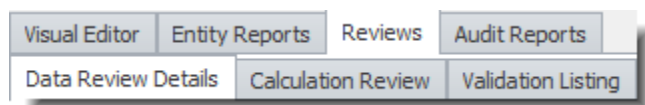| Severity | Displays the severity level as a Warning/Error. | |
|---|---|---|
| **Message** | Displays the message relevant to the item.<br><br>When you click an item name, you will be able to see the messages specific to that item. | If there are no warnings or errors, that section is not displayed. |

## Validation Listing

**Navigation: File>Investment Portfolios>Open Portfolio>Structures>Open Structure>Reviews tab>Validation Listing**

The Validation Listing report describes issues regarding general input parameters. Click the arrow to the left of each item in the Item Name column to display information in the other columns.

| Column | Description | Notes |
|---|---|---|
| **Item Name** | Displays the item name. You can select specific areas of the investment structures. | |
| **Icon** | Displays a warning/error icon. | |
| **Severity** | Displays the severity level as a Warning/Error. | |
| **Message** | Displays the message relevant to the item.<br><br>When you click an item name, you will be able to see the messages specific to that item. | If there are no warnings or errors, that section is not displayed. |

# Investment Structures: Reviews

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

| Visual Editor | Entity Reports | Reviews | Audit Reports |
| Data Review Details | Calculation Review | Validation Listing |

## Data Review Details

The Data Review Details tab displays the data review details for the entire investment structure, grouped into parents that correspond to each of the entities and one parent for the investment structure.

| Columns | Description | Notes |
| --- | --- | --- |
| **Item Name** | Displays the item name. You can select specific areas of the investment structures on the Item Name list. | |
| **Icon** | Displays a warning/error icon. | |
| **Severity** | Displays the severity level as a warning/error. | |
| **Message** | Displays the message relevant to the item.<br><br>When you click an item name, you will see the messages specific to that item. | If there are no warnings or errors, that section will not display. |

### Calculation Review

The Calculation Review tab displays the calculation warnings for the entire investment structure.

| Columns | Description | Notes |
| --- | --- | --- |
| **Item Name** | Displays the item name. You can select specific areas of the investment structures on the Item Name list. | |
| **Icon** | Displays a warning/error icon. | |
| **Severity** | Displays the severity level as a warning/error. | |
| **Message** | Displays the message relevant to the item.<br><br>When you click an item name, you will see the messages specific to that item. | If there are no warnings or errors, that section will not display. |

## Validation Listing

The Validation Listing tab displays the validation warnings for the entire investment structure.

| Columns | Description | Notes |
| --- | --- | --- |
| **Item Name** | Displays the item name. You can select specific areas of the investment structures on the Item Name list. | |
| **Icon** | Displays a warning/error icon. | |
| **Severity** | Displays the severity level as a warning/error. | |
| **Message** | Displays the message relevant to the item.<br><br>When you click an item name, you will see the messages specific to that item. | If there are no warnings or errors, that section will not display. |

# Investment Structures: Validation Listing

## Purpose

The Validation Listing tab displays the validation warnings for the entire investment structure.



### Item Name

Displays the item name. You can select specific areas of the investment structures on the Item Name list.

### Icon

Displays the warning icon.

### Severity

Displays message severity.

### Message

Displays the message relevant to the item. When you click an item name, you will see the messages specific to that item. You can click on an item from the Item Name list and see messages specific to that item. If there are no warnings or error messages, then that section is not displayed.

# Investment Structures: Audit Reports

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

## Report for
Defaults to Same as Input. Select an entity.

## Occupancy

Navigation: **File>Investment Portfolios>Open Portfolio>Audit Reports>Occupancy**

## Purpose

The Occupancy Report allows you to identify the occupancy statistics for an entire portfolio. The report defaults to considering only the period of ownership to determine occupancy. For example, if you buy a building in January 2015 and sell the building in January 2020, the report only displays occupancy details for that five year period. You can also display a different period by selecting Assets>Resale>Resale Method>Override.

Note: The Occupancy Report excludes hotel and multifamily property assets.



## Property
Displays the occupied totals for each property.

## Total Area Amount
Displays the sum of the occupied totals from the properties above.

## Total Portfolio Area
Displays the sum of the building areas for all the component properties. You can confirm these building area totals by navigating to Property Editor>Property>Description>Building Area.

## Average Percent Occupancy
Divides the Total Area Amount line by the Total Portfolio Area line.

# Investment Structures: Consolidated Investor Return Report

Navigation: **File>Investment Portfolios>Open Portfolio>Fund Name>Bottom Toolbar>Reports>Report Ribbon>Open Report>Consolidated Investor Return Report**

## Purpose

The Consolidated Investor Return report allows you to review projected capital requirements and anticipated profit within individual investments or across multiple fund structures. This enables you to calculate the value of a particular investment or investments as well as to forecast return on equity.

| | |
|---|---|
| Investment Structure Portfolio | Investment |
| Investment Structure Scenario | Base Scenario |
| Entity | 12 Investor 2 Pension Fund |
| Print Interval | Yearly |
| Print Account Number | No |
| Fee Format | By Account/ By Entity |
| Amounts Reported As | Ones |
| Currency | Scenario |
| Report Subtitle | |

## Report Parameters

| Field | Description | Notes |
|---|---|---|
| **Investment Structure Scenario** | Base Scenario<br><br>Select a scenario by name. Scenarios must be created and an Investment Structure added to it. For more information, see Investment Structures Scenarios. | |
| **Entity** | Select an entity within the scenario selected.<br>Fund<br>GP<br>Lender<br>LP | Duplicate entities are defined to be those with matching External ID entries, but in the event that two entities with matching External ID entries do not have matching names, only the first name is displayed. |
| **Print Interval** | Select a frequency interval:<br>Monthly<br>Quarterly<br>Yearly (default) | |

| | | |
|---|---|---|
| **Print Account Number** | **Yes:** Shows account numbers.<br><br>**No:** Hides accounts numbers. | |
| **Fee Format** | **By Entity/By Account (default):** Displays fees by entity name then by account number.<br><br>**By Account/By Entity:** Displays fees by account number then by entity name. | |
| **Amounts Reported As** | **Ones:** Does not round amounts.<br><br>**Thousands:** Rounds amounts in thousands.<br><br>**Millions:** Rounds amounts in millions. | |
| **Currency** | Scenario (Default)<br><br>**Local:** Generates the report, using the local currency and area measures without having to create new scenarios at the portfolio level. | |
| **Report Subtitle** | Type a report subtitle according to your preferences. | |

See Also: Investment Structures: Reports

# Investment Structures: Cashflow Report Options

Navigation: **File>Investment Portfolios>Open Portfolio>Entity Reports>Cashflow>Home Ribbon>Options>Report Options**

## Purpose

The Report Options window will allow you to configure the entity cash flow report. Note that these settings can be different for each entity in an investment structure.

Click **OK** when you are finished making your selections.



### Begin Date/As of Date
Choose the begin date:

- Enter Date (Select/type date)

- Analysis Start (Default)

### End Date
Choose the end date:

- Enter Date (Select/type date)

- Analysis Start (Default)

### Report Year End
Choose the report year end date.

- Enter Report Y/E (Select/type month number)

- Same as Investment Structure Y/E (Default)

## Print Interval

Choose the time interval:

- Monthly

- Quarterly

- Semi-annually

- Annually

## Annual Print Interval Begins

Choose whether to enter years.

- Enter Years (Type years)

- N/A (Disables years)

## Print Account Number

Choose whether to display the account number in the reports:

- Yes

- No

## Print Row if Amounts are All Zero

Choose whether to display rows in which all amounts are zero:

- Yes

- No

## Print Annual Totals

Choose whether to display annual totals:

- Yes

- No

## Print Final Total

Choose whether to display the final total:

- Yes

- No

# Investment Structures: Sources and Uses Report Options

Navigation: **File>Investment Portfolios>Open Portfolio>Entity Reports>Sources and Uses>Ribbon>Options>Report Options**

## Purpose

The Report Options pop-up allows you to configure the entity Sources and Uses report.

Note: These settings can be different for each entity in an investment structure.

Click **OK** when you are finished making your selections.

## Report Options



## Report Options Parameters

Select the report parameters you want to use for the report.

### Print Interval
Choose from:

- Annually
- Quarterly
- Monthly

### Print Account Number
Choose from:

- Yes
- No (default)

## Fee Format

Choose from:

- By Entity/By Account (default)
- By Account/By Entity

## Show Investor Returns

Choose from:

- Yes: The default is Yes unless the option selected for entity type is SPV or Other.
- No

## Valuation Date Basis

This field is only available if Yes is selected in the **Show Investor Returns** field. Choose from:

- Inception Date (default)
- Enter Date

## Valuation Date

Type/select a date. This field is only available if Enter Date is selected in the **Valuation Date Basis** field.

## Show Fund Performance Metrics

Choose from:

- Yes

- No: The default is No if the Investor, Lender, or Limited Partner option is selected in the **Type** field. Otherwise, the default option is Yes.

## Assets in Fund

This field is only available if Yes is selected in the **Show Fund Statistics** field. Choose from:
- **Owned Assets (default):** Include all assets associated with the active entity.

- **Select Assets:** Include assets associated with other entities in the calculation of the fund performance. This is useful when assets are held by a special purpose vehicle instead of directly by the fund. Click the hypertext link to the right to open the Select Assets window.

## Select Assets popup

Select individual assets or use **Select All/Deselect All** to select or deselect assets in the list.
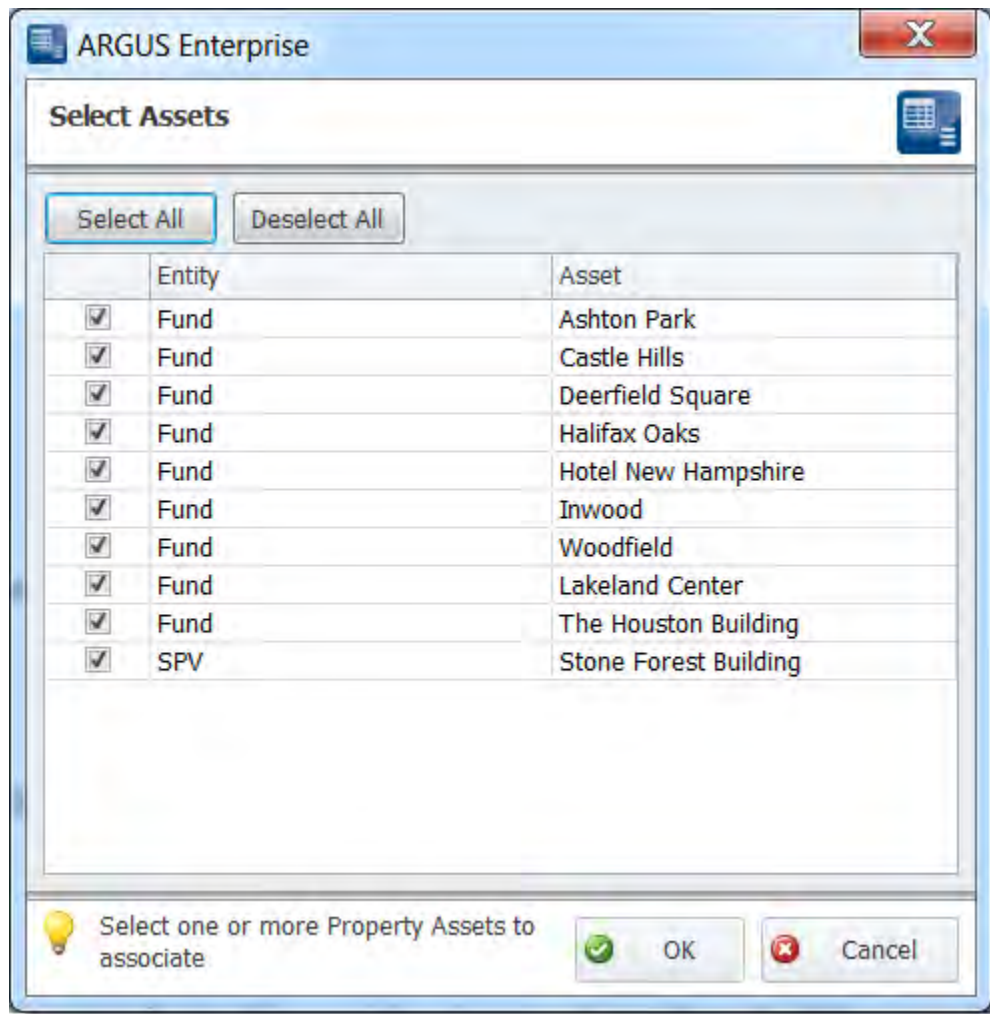
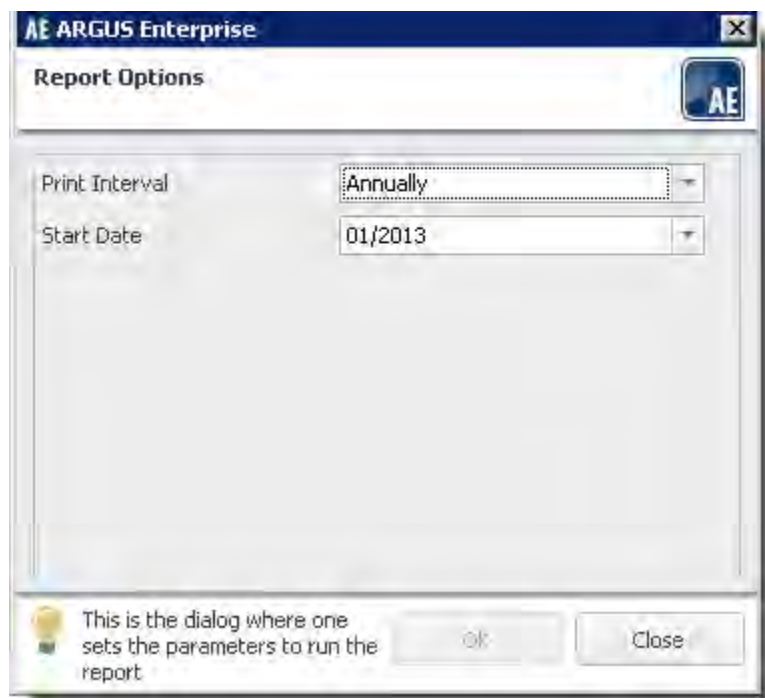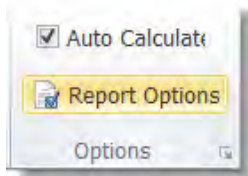# Investment Structures: Loan Amortization Report Options

Navigation: **File>Investment Portfolios>Open Portfolio>Entity Reports>Loan Amortization>Ribbon>Report Options**

## Purpose

The Report Options Pop-up allows you to configure the entity Loan Amortization report.

Note: These settings can be different for each entity in an investment structure.

Click **OK** when you are finished making your selections.



Parameters

| Field | Description | Notes |
|---|---|---|
| **Print Interval** | Select a frequency period interval:<br><br>Annually<br><br>Quarterly<br><br>Monthly | |
| **Start Date** | Type/select a start date. | |

# Investment Structures: Debt Summary Report Options

Navigation: **File>Investment Portfolios>Open Portfolio>Entity Details>Debt Summary>Ribbon>Options>Report Options**

## Purpose

The Report Options Pop-up allows you to configure the entity Debt Summary report.

Note: These settings can be different for each entity in an investment structure.

Click **OK** when you are finished making your selections.





## As of Date
Type/select a start date.

## Group By
Choose a method:

- Property Type
- City
- State
- Country
- Custom

# Investment Structures: Present Value Summary Report Options

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

## Purpose

The Report Options Pop-up allows you to configure the entity Loan Amortization report.

Note: These settings can be different for each entity in an investment structure.

Click **OK** when you are finished making your selections.
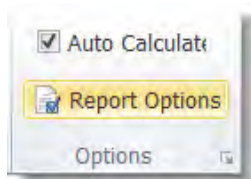




### Include Purchase Price

If you select the Yes option, the Include the purchase price for the report at year zero, and the present value calculation will be updated to the net present value calculation. If you select the No option, the report will exclude the purchase price from the report.

### Print Interval

This field allows you to select the print interval you want to include in the report. Note that the print interval is not used to calculate the discount interval. Choose from:

- Use Global Setting (default)
- Monthly
- Quarterly

- Semi-Annually
- Annually

Report for

Choose a calculation basis for present value:

- Unleveraged Present Value

- Leveraged Present Value

# Getting Started with Sensitivity Analysis

## Purpose

ARGUS Enterprise Sensitivity Analysis enables you to:

• Create **alternative portfolio scenarios** of one or more property models in a collaborative and dynamic environment.

• Create **ad-hoc portfolios** and make across-the-board or detailed changes to rates and assumptions.

• View the **impact of these changes** on property and portfolio cash flows, values, and investment returns.

• Change market, leasing and valuation assumptions at a detailed level to provide:

  • Maximum structuring capability.

  • Insight into the risks inherent to the portfolio.

  • Insight into the risks inherent to the individual assets within the portfolio.


See Quick Start Sensitivity Analysis for an introduction to Sensitivity Analysis concepts.
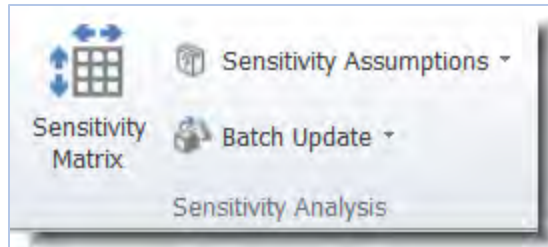
### Subscription Rules

• Areas of the software **not available for selection** may be outside your **current subscription packages**.

• You can confirm your **current subscription packages** by going to **File>Help>Licensing. Unchecked packages** are not currently active.

• Contact your **System Administrator** or **Account Manager** for assistance with your **license** or **subscription packages**.

## Main Sections

**Navigation: Open Portfolio>Properties>Home Ribbon>Sensitivity Analysis**

Sensitivity includes access to:

• Sensitivity Matrix: Apply potential trends against portfolios/classes of property rather than make smaller adjustments to individual properties.

• Sensitivity Assumptions (Assumption Sets): Create filters, make adjustments to assumptions and save them as a set.

• Batch Update: Model several changes simultaneously instead of performing each adjustment.

• Scenario Analysis: Report on the forecast performance of multiple properties in your portfolio and test KPIs for each scenario.

## Matrix Builder

**Navigation: Open Portfolio>Properties>Home Ribbon>Sensitivity Analysis>**Sensitivity Matrix



## Matrix Display

**Navigation: Portfolio>Properties>Home Ribbon>Sensitivity Matrix>Matrix Builder>**Show Matrix

## Matrix - Detailed Results: KPIs

**Navigation: Portfolio>Properties>Home Ribbon>Sensitivity Matrix>Matrix Builder>Show Matrix>**Show Detailed Results

## Assumption Sets

**Navigation: Portfolio>Properties>Home Ribbon>Sensitivity Matrix>**Assumption Sets



## Assumptions Set Options



## Batch Update

**Navigation: Portfolio>Properties>Home Ribbon>Sensitivity Matrix>**Batch Update



## Scenario Analysis

**Navigation: Open Portfolio>Toolbar>Analysis**

# Getting Started with Sensitivity Analysis

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    • Insight into the risks inherent to the individual assets within the portfolio.

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## Main Sections

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• Scenario Analysis: Report on the forecast performance of multiple properties in your portfolio and test KPIs for each scenario.

## Matrix Builder

**Navigation: Open Portfolio>Properties>Home Ribbon>Sensitivity Analysis>**Sensitivity Matrix

## Matrix Display

**Navigation: Portfolio>Properties>Home Ribbon>Sensitivity Matrix>Matrix Builder>**Show Matrix
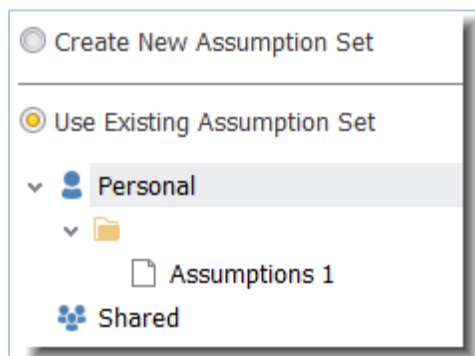
## Matrix - Detailed Results: KPIs

**Navigation: Portfolio>Properties>Home Ribbon>Sensitivity Matrix>Matrix Builder>Show Matrix>**Show Detailed Results

| Property Name | Unleveraged PV | | Unleveraged IRR | | Leveraged PV | | Leveraged IRR | | NOI Yield | |
|---|---|---|---|---|---|---|---|---|---|---|
| Debt Note Model | -101,223 | 0% | | | -2,941,574 | 0% | | | -0.33% | 0% |
| Test Property 1 | -101,796 | 0% | | | -101,797 | 0% | | | 0.00% | 0% |
| TFS63077 simple | 7,881,884 | 0% | | | 7,881,884 | 0% | | | 8,562.87% | 0% |
| Property 1 | 0 | 0% | | | 0 | 0% | | | 0.00% | 0% |
| Property 1 | 11,860 | 0% | | | 11,861 | 0% | | | 0.00% | 0% |
| Remington Center | 6,771,273 | 0% | 21.87% | 0% | 6,771,273 | 0% | 21.87% | 0% | 15.26% | 0% |
| Shelley's Castle | 12,446,921 | 0% | | | 12,446,922 | 0% | | | 0.00% | 0% |
| Galleria Office | -4,062,649 | 0% | | | -4,062,649 | 0% | | | 0.00% | 0% |
| Hotel 1 | 0 | 0% | | | 0 | 0% | | | 0.00% | 0% |
| Prop 13 Example Property | 225,604 | 0% | 7.99% | 0% | 225,604 | 0% | 7.99% | 0% | 9.72% | 0% |
| Property Scenario 3.2 | 17,936,667 | 0% | 16.01% | 0% | 9,679,212 | 0% | 34.31% | 0% | 11.12% | 0% |
| Property Scenario 3.1 | 17,936,667 | 0% | 16.01% | 0% | 9,679,212 | 0% | 34.31% | 0% | 11.12% | 0% |
| Property Scenario 2.2 | 17,936,667 | 0% | | | 17,936,666 | 0% | | | 0.00% | 0% |
| Property Scenario 2.1 | 17,936,667 | 0% | 16.01% | 0% | 9,679,212 | 0% | 34.31% | 0% | 11.12% | 0% |
| | 131,149,438 | 0.00 % | 25.40 % | 0.00 % | 87,021,814 | 0.00 % | 41.58 % | 0.00 % | 17.25 % | 0.00 % |

Relative Difference — Absolute Difference — Scenario: Base Scenario (Amounts in USD)

KPIs: Grid

KPIs: Graph

## Assumption Sets

**Navigation: Portfolio>Properties>Home Ribbon>Sensitivity Matrix>**Assumption Sets
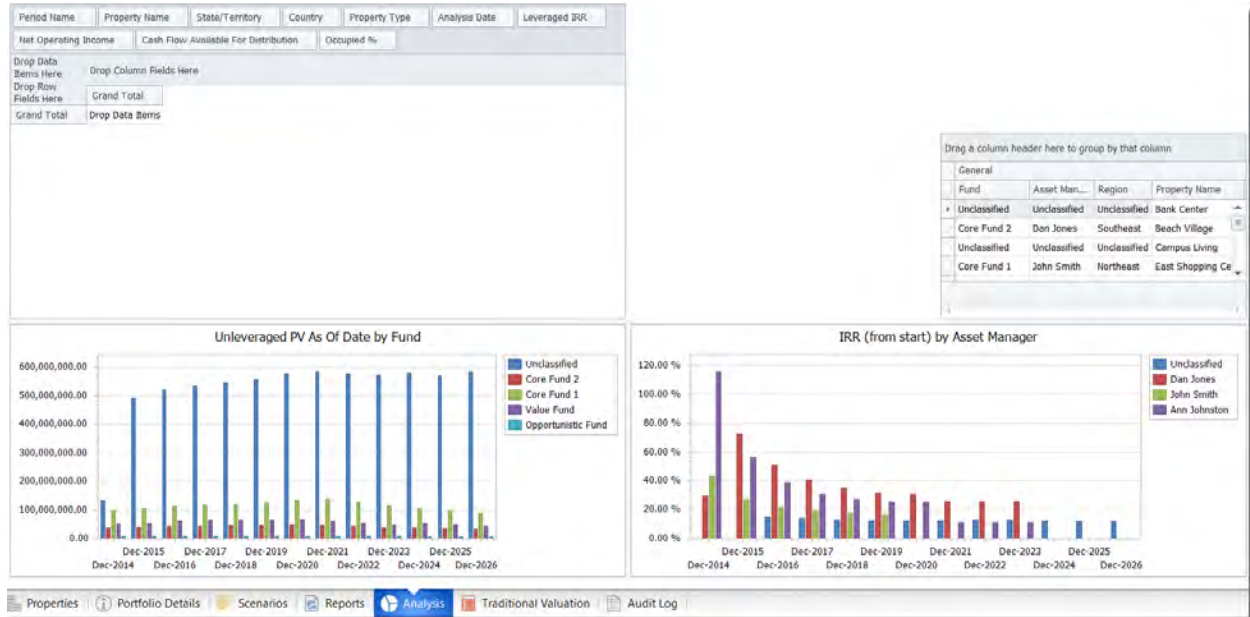


## Assumptions Set Options



## Batch Update

**Navigation: Portfolio>Properties>Home Ribbon>Sensitivity Matrix>**Batch Update

## Scenario Analysis

**Navigation: Open Portfolio>Toolbar>Analysis**

# Quick Start - Sensitivity Analysis

## Purpose

Sensitivity Analysis is a risk management discipline/process that creates several "what if" scenarios in order to:

- Translate uncertainty into defined risk.

- Measure how/where adjustments to a property/portfolio model's inputs dramatically change its outputs.

- Allow investors to evaluate potential risks in the investment/market, so they can prepare for these risks and make buying/selling/financing decisions.

### Key Questions

- How does the investment performs today **(base scenario)?**

- How might the investment perform in the future **(adjusted scenarios)?**

- How sensitive are the outputs to changing specific inputs?

- If something changes in the model, how will it affect investor profits and other key metrics?

### Key Processes

| Calibrate Models | Analyze Models | Communicate Models |
|---|---|---|
| • Test the results of a model according to risk predictions.<br><br>• Adjust inputs that have no impact on the output.<br><br>• Search for errors in the model.<br><br>• Remove redundant parts of the model structure.<br><br>• Calibrate models with a large number of parameters. | • Identify sensitivity of parameters.<br><br>• Clarify relationships between input/output variables.<br><br>• Find input factors for which model output meets:<br><br>    • Maximum<br><br>    • Minimum<br><br>    • Optimum criterion<br><br>• Identify inputs that cause significant variance in the output. | • Clarify reports/communication to decision makers.<br><br>• Apply Assumption Sets to scenarios.<br><br>• Share Assumption Sets with other users. |

# Sensitivity Assumptions

**Navigation: File>Sensitivity Assumptions**

**Navigation: Open Portfolio>Home Ribbon>Sensitivity Analysis>Sensitivity Assumptions**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can view Sensitivity Assumptions from both locations. When connected only to one location, only assumptions from the connected location display. A **Location** column displays to indicate where the assumptions are stored.

For more information, see Getting Started with ARGUS Cloud.

Topic Quick Links:

| | |
|---|---|
| Open Sensitivity Assumptions | Print/Export Assumption Sets |
| Create a New Sensitivity Assumptions Set | Matrix Builder |
| Duplicate Sensitivity Assumptions | Sensitivity Matrix |
| Delete Sensitivity Assumptions | Apply a Sensitivity Assumption to a Scenario |
| Refresh | |

## Purpose

In Sensitivity Assumptions you can create filters, make adjustments to assumptions and save them as a set.

Note: If you are new to Sensitivity Assumptions, see Getting Started with Sensitivity Analysis.



### Permissions

Your access to Sensitivity Assumptions depends on your license and permission level:

• **Basic:** Open a shared assumption set.

• **Run and Create:** Open/create/copy assumption sets.

• **Highest:** Access **Basic** and **Run and Create** rights and **share/unshare**.

## Assumption Set Options

You can run an Assumption Set against any scenario. You can:

• Create a brand new set

• Use an existing set as a template

• Amend an existing set

• Create adjustments to assumptions to create a unique assumption set

## Sensitivity Assumptions

**Navigation: File>Sensitivity Assumptions**

### Functions

| Name | Procedure | Notes |
|---|---|---|
| **Open Sensitivity Assumptions** | There are two ways to open a previously saved Sensitivity Assumptions set: **Method 1** 1. Go to File>Sensitivity Assumptions. 2. In the grid, double click an Assumption Set. Result: The Assumptions Set Options screen displays. **Method 2** 1. Go to **Portfolio>Properties>Ribbon>Sensitivity Assumptions.** 2. Select an existing **Assumption Set.** 3. Click **OK.** Result: The Assumptions Set Options screen displays. | For a Valuation Timing option, you must open your Assumptions set from the Properties ribbon. |
| **Create New Sensitivity Assumptions** | **Before you begin:** Open a portfolio and go to the Ribbon>Sensitivity Analysis. 1. Click **Sensitivity Assumptions**. Select **Create New Sensitivity Assumptions.** Result: The Sensitivity Assumption Set Options screen displays. 2. Type/select **Name** and **Description**. Note: Classification auto-populates the username. | When **ARGUS Cloud** users are connected to only one location, the location drop down is disabled and set to the current connection. |

| | |
|---|---|
| Option: Click **Shared** to make it a shared set.<br><br>Option: Select Show Blank Rows.<br><br>3.  Type/select a date for **Apply assumption from** and type the number of **years** for the analysis timing.<br><br>4.  In the bottom grid, select a calculation method in the **Action** pick list:<br><br>• Increment<br><br>• Replace<br><br>• % of current value<br><br>5.  Type the **adjustment value** in the **Amount** column.<br><br>Note: Click on the left side arrows to expand/collapse Header sections for customized viewing.<br><br>6.  Type/select a **PV/IRR Date** and **Discount interval**.<br><br>Reminder: For a Valuation Timing option you must open your Assumptions set from the **Portfolio>Properties** ribbon.<br><br>7.  Select a **Valuation Date**.<br><br>Note: You must enter a Valuation Date if you select either **Calculate Traditional Valuation KPIs** or **Calculate Present Value KPIs**.<br><br>8.  Options:<br><br>• Select **Calculate Traditional Valuation KPIs** to see Traditional Valuation KPIs on the KPI Detailed Results screen.<br><br>• Select **Calculate Present Value KPIs** to see Present Value KPIs on the KPI Detailed Results screen.<br><br>• Select **Calculate Debt Value KPIs** to see Debt Value KPIs on the KPI Detailed Results screen.<br><br>9.  Click Ribbon>Data>**Save** to save the assumption set.<br><br>Option: Click **Save As** to change the classification (user name) and/or assumptions name. | |

| | Result: Save Assumptions popup appears. **Classification** displays and type **New Assumptions Name**. 10. For **ARGUS Cloud** users connected to both locations, select one the following **Location** options from the drop down to decide where to save assumptions: • **Both:** Saves two copies of the assumption in each location. • **On-Premises** • **ARGUS Cloud** | |
|---|---|---|
| **Duplicate Sensitivity Assumptions** | Make a copy of a Sensitivity Assumption. 1. Go to **File>Sensitivity Assumptions.** 2. Select an **Assumption Set.** 3. Click **Duplicate Sensitivity Assumptions**. Result: Copy Sensitivity Assumptions popup appears. 4. Type a **New Sensitivity Assumptions Name**. Option: Type a network/username to **Assign Classification**. 5. For **ARGUS Cloud** users connected to both locations, select one the following **Location** options from the drop down to decide where to save assumptions: • **Both:** Saves two copies of the assumption in each location. • **On-Premises** • **ARGUS Cloud** 5. Click **Finish**. 6. Confirm the duplicate assumption set is listed in the grid. | When **ARGUS Cloud** users are connected to only one location, the location drop down is disabled and set to the current connection. |
| **Delete Sensitivity Assumptions** | Delete a Sensitivity Assumption no longer in use. 1. Go to **File>Sensitivity Assumptions** 2. Select an **Assumption Set.** 3. Click **Delete Sensitivity Assumptions**. | |

| | Result: The Confirm Delete popup appears. <br><br> 4. Click **Yes**. | |
|---|---|---|
| **Refresh** | Click **Refresh** to get the most up-to-date changes to the database. | |

## Assumptions Set

**Navigation: File>Sensitivity Assumptions>Select an Assumption Set>Open Sensitivity Assumptions**

Note: The ribbon is dynamic and may change based on your selections.

 For more information see Getting Started with Sensitivity Analysis.



Note: To access **full Ribbon functionality**, go to **Open Portfolio>Bottom Ribbon>Properties>Ribbon>Sensitivity Analysis>Sensitivity Assumptions>Select an Assumption Set>Click OK**

## Functions

| Name | Procedure | Notes |
|---|---|---|
| **Add Filter** | Add filters so that changes only apply to properties with selected conditions.<br><br>1. Click **Add Filter** in the Ribbon.<br><br>Option: Right click on the name and select **Add Filter**.<br><br>Result: Assumption Set Filter popup appears.<br><br>2. Type a **Filter Name**.<br><br>3. Click **And+** to set up conditions.<br><br>4. Click the blue hyperlink to select a **property item**.<br><br>5. Click the green hyperlink to select a **mathematical relationship**.<br><br>6. Click the gray hyperlink to type a value.<br><br>Option: Click the **X** to remove the condition.<br><br>7. Click **show properties** (that meet the filter criteria).<br><br>Result: Only filtered properties display.<br><br>8. Click **OK**.<br><br>Result: The added filter column displays in the Lower Grid.<br><br>9. Click **Ribbon>Save**. | |
| **Delete Filter** | You can delete filters that were previously created. | |

| | | |
|---|---|---|
| | 1. Click on a cell in the filter you want to delete.<br><br>2. Click **Ribbon>Data>Delete Filter** in the Ribbon.<br><br>Result: Confirm Delete popup appears.<br><br>3. Click **Yes** to delete the selected filter.<br><br>Result: The deleted filter is removed from the grid. | |
| **Duplicate Filter** | You can duplicate filters that were previously created.<br><br>1. Click on a cell in the filter you want to duplicate.<br><br>2. Click **Ribbon>Data>Duplicate Filter** in the Ribbon.<br><br>Result: The new copy of the filter displays to the far right in the Lower Grid. | |
| **Edit Filter** | You can make changes to filters that were previously created.<br><br>1. Click on a cell in the filter you want to edit.<br><br>2. Click **Ribbon>Data>Edit Filter** in the Ribbon.<br><br>3. Edit **Filter Name** and/or **Filter Criteria**.<br><br>4. Click **Show Properties**.<br><br>5. Click **OK**.<br><br>Result: The edited filter column displays in the lower grid. | |
| **Save** | Click **Ribbon>Data>Save** to save the current Assumption Set with any recent changes. | |
| **Save As** | Save as a new Assumption Set.<br><br>1. Click **Ribbon>Data>Save As.**<br><br>Result: The Save Assumptions popup appears.<br><br>2. Type a **New Assumptions Name**.<br><br>3. For **ARGUS Cloud** users connected to both locations and creating a new assumption, select one the following | When **ARGUS Cloud** users are connected to only one location:<br><br>• The **Location** drop down is disabled and set to the current connection.<br><br>• The **Select an Assumption to** |

| | | |
|---|---|---|
| | **Location** options from the drop down to decide where to save assumptions:<br><br>• **Both:** Saves two copies of the assumption in each location.<br><br>• **On-Premises**<br><br>• **ARGUS Cloud**<br><br>Option: Select **Overwrite Existing Assumption** and select an assumption from the drop down.<br><br>4.   Click **OK**. | **Overwrite** list displays assumptions based on the current connection. |
| **Show Matrix Builder** | Design what the Matrix displays.<br><br>1.   Click **Ribbon>Data>Show Matrix Builder**.<br><br>Result: The Matrix Builder displays.<br><br>Option:  Select **Show Blank Rows** to display empty rows in the grid.<br><br>2.   Type/select a **PV/IRR Date**.<br><br>3.   Type/select a **Discount Interval**.<br><br>4.   Type/select a **Valuation Date**.<br><br>Option: Calculate Traditional Valuation KPI.<br><br>Option: Calculate Present Value KPIs.<br><br>Option: Calculate Debt Value KPIs.<br><br>5.   Type a title for the **Horizontal/Vertical** axes.<br><br>6.   Click the up/down arrows for axes direction.<br><br>7.   Type/select the **No. of Steps**.<br><br>Option: Click Matrix **Axes>No. of Steps>Reverse Values** to reverse the values for **No. of Steps**.<br><br>8.   Select a **Step Type**, **Step Amount/Percentage**, and **Axis** for each value in the grid.<br><br>Option: Change the order of the grid sections by right clicking a section header and selecting **Move to Top**, **Move Up**, **Move Down**, or **Move to Bottom**. | **Example**<br><br>If you predict **Market Rental Rates** for new tenants are going to increase three years from now by 6% over today's rates, you would:<br><br>1.   Use the **Matrix Builder** to create an **Assumption Set** that includes this predicted 6% increase.<br><br>2.   Apply this **Assumption Set** to the **Sensitivity Matrix.**<br><br>3.   See how this adjustment changed your **KPIs.**<br><br>4.   Compare the **original and adjusted scenarios** (today's/tomorrow's rates) in the **Detailed Results** screen. |

| | | |
|---|---|---|
| **Refresh** | You can discard changes made since the last save.<br><br>1. Click **Ribbon>Data>Refresh**.<br><br>Result: The Pending Changes popup appears.<br><br>2. Click **Yes**.<br><br>Result: Matrix Builder changes revert back to default settings.<br><br>Option: Right click on the matrix grid column for a popup. Select **Clear All** to clear the values but leave the assumption set values and top options as they are. | |
| **Show Results** | 1. Deselect **Ribbon>Data>Show Matrix Builder** if it is checked.<br><br>2. Click **Ribbon>Actions>Show Results.**<br><br>Result: The Calculate Sensitivity Task Progress popup appears.<br><br>3. Wait until the job completes at **100%**. | **Show Results** is only available if the assumption set is attached to a scenario. |
| **Show Matrix** | You can show the Matrix and the results.<br><br>1. Click **Ribbon>Actions>Show Matrix Builder**.<br><br>2. Click **Show Results** in the Ribbon.<br><br>3. Wait until the Task Progress popup completes 100%.<br><br>4. Click **Close**.<br><br>Result: The Matrix Results screen displays.<br><br>Option: Click **Ribbon>Actions>Back** to return to the Matrix Options screen.<br><br>5. Click **Print**.<br><br>Result: The print popup appears.<br><br>6. Click options:<br><br>• Print the Grid<br><br>• Print the Chart<br><br>• Print Both Grid and Chart<br><br>7. Close Print Preview to close the popup | |

| | Print Result: The print window appears. You have options to print, change margins, save and zoom in and out. | |
|---|---|---|
| **Apply to Scenario** | There are two methods to open a previously saved Sensitivity Assumptions set:<br><br>**Apply an Assumption set to a previously created scenario**<br><br>1. Open a **portfolio**.<br><br>2. Click the **Properties** tab.<br><br>3. Click **Sensitivity Assumptions** in the Ribbon.<br><br>Result: A pick list appears.<br><br>4. Select **Use Existing Assumption set**.<br><br>5. Select an **assumption set**.<br><br>6. Click OK.<br><br>7. Click **Ribbon>Actions>Apply to Scenario**.<br><br>Result: The Apply Assumptions popup appears.<br><br>8. Click **Save as New Scenario**.<br><br>Option: Click **Overwrite Existing Scenario** to apply these changes to the base scenario.<br><br>Warning: This updates all properties in the current scenario.<br><br>9. Type a new scenario name.<br><br>10. Click **OK**.<br><br>11. Wait until the Task Progress popup completes 100%.<br><br>Option: Click **Job Details** to view/export them.<br><br>12. Click **Close**. | The Apply to Scenario button is not available if you are working in a property filter. |
| **Print Assumption Set Summary Report** | You can print a summary of the Assumption Set.<br><br>1. Click **Ribbon>Print & Export>Print**.<br><br>Result: The Assumption Set Summary Report popup appears. | |

| | 2.   Click any print options in the Document, Print, Page Setup, Navigation, Zoom or Export sections in the Ribbon.<br><br>3.   Click **Ribbon>Print>Print**.<br><br>Result: The Print popup appears.<br><br>4.   Select any options and click **Print**. | |
| --- | --- | --- |
| **Export** | Not available for this screen. | |

## Sensitivity Matrix

The Sensitivity Matrix allows you to apply potential trends against portfolios/classes of property rather than make smaller adjustments to individual properties.

### Key Features

The Sensitivity Matrix allows you to:

- Create a new scenario from an existing scenario.

- Pick which variables vary.

- Show variances incrementing up/down.

- Select the size of the step of the variances.

- Show impacts of changing the scenario.

### Legend

- Red X=Hard Breaches

- Yellow Bar=Soft Breaches

- Green Arrow=Improvement

- Hard Covenant Breaches Counter=Number of Properties with Hard Breaches

- Soft Covenant Breaches Counter=Number of Properties with Soft Breaches

### Display Options

Select the KPIs to Display.

Option: Select **Show Steps** to display the adjustment steps.

Option: Click **Original Base/Adjusted Base** to show the adjusted base scenario/original base scenario.

Option: Click **Relative Variances/Absolute Variances** to show adjustments as percentages/amounts compared with the base scenario.

## Functions

| Name | Procedure | Notes |
|------|-----------|-------|
| **Show Detailed Results** | You can show the detailed results for the KPIs selected.<br><br>1. Click **Ribbon>Actions>Show Detailed Results**.<br><br>Result: Detailed Results screen displays.<br><br>Option: Click **Variance>Relative Difference/Absolute Difference** to show adjustments as a percentage/amount compared with the base scenario.<br><br>2. Review the Scenario: Name (Amounts in currency).<br><br>Option: Click **Show Traditional Valuation KPIs/Present Value KPIs/Debt KPIs** to display them in the grid.<br><br>Option: If there is a covenant breach, you can double click the cell to view the Covenant Breach report.<br><br>Option: You can change which cashflows are displayed by clicking the check boxes to the right of the graph. | **Upper Portion**<br><br>Review the comparisons based on your selections for KPIs to Display:<br><br>• Show Traditional Valuation KPIs<br><br>• Present Value KPIs<br><br>• Debt KPIs<br><br>**Legend**<br><br>• Gray lines=no loan attached<br><br>• Yellow icons=Soft Covenant Breaches<br><br>• Red icons=Hard Covenant Breaches<br><br>• Orange Bars=No Change<br><br>• Green Triangles=Increase<br><br>**Lower Graph**<br><br>Hover over the graph to compare the original/adjusted values for:<br><br>• Original NOI<br><br>• Adjusted NOI<br><br>• Original Cash Flow Before Debt<br><br>• Adjusted Cash Flow Before Debt<br><br>• Original Cash Flow Available for Distribution<br><br>• Adjusted Cash Flow Available for Distribution |

| | | |
|---|---|---|
| **Covenant Breach Report** | **To view the report:**<br><br>1. Create a Sensitivity Assumption.<br><br>2. Click **Ribbon>Show Results**.<br><br>3. Click the hyperlink next to a **Debt KPI**.<br><br>Note: If no hyperlink shows, an Administrator must assign you permission to view the **Covenant Breach Reporting** popup at **Control Panel>Roles>Permission>Sensitivity>View Covenant Breach.**<br><br>Result: The **Covenant Breach Reporting** popup appears. | **See Also:** Covenants |
| **Apply to Scenario** | There are two methods to open a previously saved Sensitivity Assumptions set:<br><br>**Apply an Assumption set to a previously created scenario**<br><br>1. Open a **portfolio**.<br><br>2. Click the **Properties** tab.<br><br>3. Click **Sensitivity Assumptions** in the Ribbon.<br><br>Result: A pick list appears.<br><br>4. Select **Use Existing Assumption set**.<br><br>5. Select an **assumption set**.<br><br>6. Click OK.<br><br>7. Click **Ribbon>Actions>Apply to Scenario**.<br><br>Result: The Apply Assumptions popup appears.<br><br>8. Click **Save as New Scenario**.<br><br>Option: Click **Overwrite Existing Scenario** to apply these changes to the base scenario.<br><br>Warning: This updates all properties in the current scenario.<br><br>9. Type a new scenario name.<br><br>10. Click **OK**. | |

| | | |
|---|---|---|
| | 11. Wait until the Task popup completes 100%.<br><br>Option: Click **Job Details** to view/export them.<br><br>12. Click **Close**. | |
| **Print Matrix Results** | You can print matrix results.<br><br>1. Click **Ribbon>Print & Export>Print**.<br><br>Result: Print option popup appears.<br><br>2. Select a print option:<br><br>• Grid<br><br>• Chart<br><br>• Both<br><br>3. Print Preview popup appears.<br><br>Option: Select an print options in the Document, Print, Page Setup, Navigation, Zoom or Export sections of the Ribbon.<br><br>4. Click **Print**.<br><br>Result: The Print Wizard popup appears.<br><br>5. Make any selections and click **Print**.<br><br>Result: The results print to the selected printer. | |
| **Export Matrix Results** | You can export matrix results.<br><br>1. Click **Export**.<br><br>2. Select a file format:<br><br>• Microsoft Excel<br><br>• Microsoft Excel (XLSX)<br><br>• HTML Document<br><br>• Adobe Acrobat Document | |

See Also: Quick Start Sensitivity Analysis

Getting Started Sensitivity

Batch Update

# Batch Update

**Navigation: File>Open Portfolio>Portfolio Properties>Ribbon>Sensitivity Analysis>Batch Update**

## Purpose

Batch Update allows you to:

- Model several changes simultaneously instead of performing each adjustment.

- Create more comprehensive changes than the Sensitivity Matrix allows.

- Create a new base scenario.

- Update/Copy a current scenario.

Note: The Batch Update button is not available when you are using a property filter.
See Also: Batch Calculate Properties



## Update Current Scenario

To make adjustments to the current properties, follow the steps below:

Navigate to **Portfolio>Batch Update>Update Current Scenario**.

Result: A Batch Update tab displays in the left Navigator.

Option: Click Save/Calc in the Ribbon to save any changes to selected properties.

# Create New Scenario

Adjustments made to models within Sensitivity Analysis change your underlying data. To maintain the base scenario for comparison purposes, or as the baseline for future sensitivity analytics, **Create A New Scenario** duplicates copy of your property model base scenarios.

Note: Scenarios cannot be exported from AE. You can export all properties in a scenario to share with other users. See also, Export Properties.

| Procedure: Create New Scenario | Recommended/Required Selections | Optional Selections |
|---|---|---|
| 1. Open a **portfolio**.<br><br>2. Select **properties**.<br><br>Option: To select contiguous properties, press Shift or Control (Ctrl) and click the properties you wish to select.<br><br>Option: To select non-contiguous properties, press Control (Ctrl) while clicking properties.<br><br>3. Click **Ribbon>Sensitivity Analysis>Batch Update>Create New Scenario**.<br><br>Result: Copy Property Assets popup appears.<br><br>4. Type a **name**.<br><br>5. Type/select data to change.<br><br>6. Click **Next**.<br><br>Result: Property Assets popup appears.<br><br>Note: Some options, such as Overwrite existing properties, and Copy to a different scenario, are not available when you are creating a completely new scenario. | **Parameters:**<br><br>Portfolio<br><br>Name (Required)<br><br>Currency<br><br>Area measure<br><br>**Scenario Audit Trail Level (Value):**<br><br>**None:** Does not record audit trail data.<br>**Basic** (default): Increments the version number of a property asset mode. Records the change set information.<br>**Intermediate:** Captures the Basic level Audit Trail data. Records KPIs and financial lines against the change set. Records details for each business entity that has changed. Can expand entries for calculated KPI and financial lines.<br>**Detail:** Captures the Basic and Intermediate Audit Trail data. Stores a version of the entire property asset model.<br>Note: You must have Edit privileges to configure the Audit Trail and be the record administrator of the scenario.<br><br>Description<br><br>**Select Forecast Value Entry Method for Budgets:**<br><br>**100% Occupancy (default):** Enter forecast values at 100% occupancy. Files from AE 9.5 and earlier import at 100% occupancy. | **Copy to a new scenario (default):** Overwrites existing properties. When you copy properties from one scenario to another, a copy of the property assumptions, financial data, and tenant information is created and maintained in unique tables. Certain property-level information transcends scenarios in the database (e.g., Name, Address, ID, etc.). Select a different scenario.<br><br>**Copy to a different scenario:** Does not overwrite existing properties. Type a new name.<br><br>**Copy Options:**<br><br>Copy 12 months of forecast data into budget<br>Retain all existing User and Group rights when copying<br>Overwrite existing properties<br>Copy calculated results |

7. Review all **property data** by dragging the navigation bar to the left.

8. Click **Finish.** Wait until Copy Property Assets Pop-Up reaches 100% **Complete**.

9. Click **Close**.

Result: The new scenario displays with a Batch Update left navigation tag.

**See Also:** Duplicating a Property(Scenario)

**Projected Occupancy:** Use value for projected occupancy.

Net Effective Rent

Default

**Option:** Custom created Net Effective Rent Definitions.

Include DCF Cashflow

**Use Actuals** to select an **Actuals Values End** date

**Use Inflation Begin Date** to set:

Miscellaneous Revenue Inflation Begins
Non-Operating Expense Inflation Begins
Operating Expense Inflation Begins
Capital Expense Inflation Begins

**Base** to use as the **base scenario**

Currency Scenario.

Net Effective Rent Definition other than the default (ARGUS).

Store Tenant Recoveries By Account Number

**Store Miscellaneous Rent and Incentive Account Details**

**Use Prior Budget:**

Budget Period End

# Batch Update

**Navigation: File>Open Portfolio>Portfolio Properties>Ribbon>Sensitivity Analysis>Batch Update**

## Purpose

Batch Update allows you to:

• Model several changes simultaneously instead of performing each adjustment.

• Create more comprehensive changes than the Sensitivity Matrix allows.

• Create a new base scenario.

• Update/Copy a current scenario.


Note: The Batch Update button is not available when you are using a property filter.
See Also: Batch Calculate Properties



## Update Current Scenario

To make adjustments to the current properties, follow the steps below:

Navigate to **Portfolio>Batch Update>Update Current Scenario**.

Result: A Batch Update tab displays in the left Navigator.

Option: Click Save/Calc in the Ribbon to save any changes to selected properties.

# Create New Scenario

Adjustments made to models within Sensitivity Analysis change your underlying data. To maintain the base scenario for comparison purposes, or as the baseline for future sensitivity analytics, **Create A New Scenario** duplicates copy of your property model base scenarios.

Note: Scenarios cannot be exported from AE. You can export all properties in a scenario to share with other users. See also, Export Properties.

| Procedure: Create New Scenario | Recommended/Required Selections | Optional Selections |
|---|---|---|
| 1. Open a **portfolio**.<br><br>2. Select **properties**.<br><br>Option: To select contiguous properties, press Shift or Control (Ctrl) and click the properties you wish to select.<br><br>Option: To select non-contiguous properties, press Control (Ctrl) while clicking properties.<br><br>3. Click **Ribbon>Sensitivity Analysis>Batch Update>Create New Scenario**.<br><br>Result: Copy Property Assets popup appears.<br><br>4. Type a **name**.<br><br>5. Type/select data to change.<br><br>6. Click **Next**.<br><br>Result: Property Assets popup appears.<br><br>Note: Some options, such as Overwrite existing properties, and Copy to a different scenario, are not available when you are creating a completely new scenario. | **Parameters:**<br><br>Portfolio<br><br>Name (Required)<br><br>Currency<br><br>Area measure<br><br>**Scenario Audit Trail Level (Value):**<br><br>**None:** Does not record audit trail data**.**<br>**Basic** (default): Increments the version number of a property asset mode. Records the change set information.<br>**Intermediate:** Captures the Basic level Audit Trail data. Records KPIs and financial lines against the change set. Records details for each business entity that has changed. Can expand entries for calculated KPI and financial lines.<br>**Detail:** Captures the Basic and Intermediate Audit Trail data. Stores a version of the entire property asset model.<br>Note: You must have Edit privileges to configure the Audit Trail and be the record administrator of the scenario.<br><br>Description<br><br>**Select Forecast Value Entry Method for Budgets:**<br><br>**100% Occupancy (default):** Enter forecast | **Copy to a new scenario (default):** Overwrites existing properties. When you copy properties from one scenario to another, a copy of the property assumptions, financial data, and tenant information is created and maintained in unique tables. Certain property-level information transcends scenarios in the database (e.g., Name, Address, ID, etc.). Select a different scenario.<br><br>**Copy to a different scenario:** Does not overwrite existing properties. Type a new name.<br><br>**Copy Options:**<br><br>Copy 12 months of forecast data into budget<br>Retain all existing User and Group rights when copying<br>Overwrite existing properties<br>Copy calculated results<br>Include DCF Cashflow<br>**Use Actuals** to select an **Actuals Values End** date<br><br>**Use Inflation Begin Date** to set:<br><br>Miscellaneous Revenue Inflation Begins |

| | | |
|---|---|---|
| 7. Review all **property data** by dragging the navigation bar to the left.<br><br>8. Click **Finish.** Wait until Copy Property Assets Pop-Up reaches 100% **Complete**.<br><br>9. Click **Close**.<br><br>Result: The new scenario displays with a Batch Update left navigation tag.<br><br>**See Also:** Duplicating a Property(Scenario) | values at 100% occupancy. Files from AE 9.5 and earlier import at 100% occupancy. **Projected Occupancy:** Use value for projected occupancy.<br><br>Net Effective Rent<br><br>Default<br><br>**Option:** Custom created Net Effective Rent Definitions. | Non-Operating Expense Inflation Begins<br>Operating Expense Inflation Begins<br>Capital Expense Inflation Begins<br>**Base** to use as the **base scenario**<br><br>Currency Scenario.<br><br>Net Effective Rent Definition other than the default (ARGUS).<br><br>Store Tenant Recoveries By Account Number<br><br>**Store Miscellaneous Rent and Incentive Account Details**<br><br>**Use Prior Budget:**<br><br>Budget Period End |

# Batch Update: Properties

**Navigation: File>Open Portfolio>Portfolio Properties>Ribbon>Sensitivity Analysis>Batch Update>Properties>Bottom Toolbar>Properties**
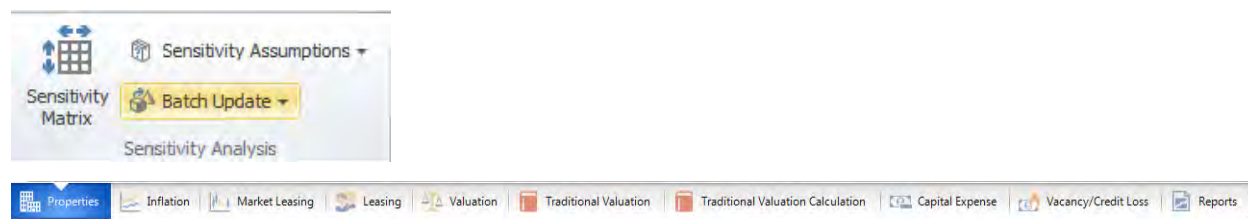


## Purpose

View the identifying information for your property assets, use the Properties tab. You can make changes to sensitivity scenarios by using the other tabs in the Bottom Toolbar.

## Ribbon Commands

| Field | Description | Notes |
|-------|-------------|-------|
| Save and Calc | Saves and calculates changes to the scenario. | |
| Save | Saves changes to the scenario without calculating. | |
| Show Classifications | Opens the Select Classifications popup. Fore more information, see Classifications. | |
| Check In/Out Properties | Select a property or multiple properties then check in/out properties. For more information, see Check In/Check Out. | |

## Properties Grid (unlabeled)

| Field | Description | Notes |
|-------|-------------|-------|
| ID | Displays the ID number. | |
| Property Name | Displays the property name. | |
| External ID | Displays the external ID number. | |
| Description | Displays the property description. | |
| Analysis Begin | Displays the analysis start date. | |
| Analysis Years | Displays the number of years for the analysis period. | |
| Analysis Months | Displays the number of months for the analysis period. | |
| Analysis End | Displays the analysis end date. | |
| Property Type | Displays the property type. | |
| Address | Displays the address. | |
| City | Displays the city name. | |

| | | |
|---|---|---|
| **State** | Displays the state name. | |
| **Country** | Displays the country name. | |
| **Calc Status** | Displays the calculation status. | |
| **Status** | Displays the checked out/archived by status. | |
| **Checked Out/Archived By** | Displays the user name associated with the property asset's check out/archived status. | |
| **Queue Task ID** | Displays the queue task ID. | |
| **Queue Task Type** | Displays the queue task name. | |
| **Comments** | Displays the comments have been entered. | |

See Also: Property Description

Property Additional Information

# Batch Update: Inflation

Navigation: **Open Portfolio>Home Ribbon>Sensitivity Analysis>Batch Update>Update Current Scenario>Bottom Toolbar>Inflation**

| Properties | Inflation | Market Leasing | Leasing | Valuation | Traditional Valuation | Traditional Valuation Calculation | Capital Expense | Vacancy/Credit Loss | Reports |

## Purpose

To enter changes for inflation in the scenario, use the Inflation tab at the bottom portion of the window.

You can make changes to records in the top part of the window. Your selections determine whether you will be allowed to enter an amount or a percentage will be used.

### Top Grid (Unlabeled)

| Field | Description | Notes |
|---|---|---|
| **General Inflation Rate** | **No Change:** The general inflation rate is not changed.<br><br>**Increment %:** Type a percentage to increment the general inflation rate.<br><br>**Replace %:** Type a percentage to replace the general inflation rate. | |
| **Market Inflation Rate** | **No Change:** The market inflation rate is not changed.<br><br>**Increment %:** Type a percentage to increment the market inflation rate.<br><br>**Replace %:** Type a percentage to replace the market inflation rate. | |
| **CPI Inflation Rate** | **No Change:** The CPI inflation rate will not be changed.<br><br>**Increment %:** Type a percentage to increment the CPI inflation rate.<br><br>**Replace %:** Type a percentage to replace the CPI inflation rate. | |
| **Expense Inflation Rate** | **No Change:** The expense inflation rate is not changed.<br><br>**Increment %:** Type a percentage to increment the expense inflation rate.<br><br>**Replace %:** Type a percentage to replace the expense inflation rate. | |
| **Apply/Reset** | Click Apply to save changes you have made or Reset to restore records without applying updates. | |

| | | |
|---|---|---|
| **Apply Updates Between** | Select start and end years for the period you want to apply updates to in the pick lists. | You may not select a year earlier than the analysis start year or later than the analysis end year. |
| **Copy Across** | Select this option if you want an update to be automatically copied across all the years in the grid. | |

## Property Name

This grid displays the changes you made in the top portion of the window.

| Field | Description | Notes |
|---|---|---|
| **External ID** | Displays the external ID. | |
| **Analysis Begin** | Displays the analysis start date. | |
| **Inflation** | Displays various types of inflation. | |
| **Years (Un-labeled)** | Type a rate for each year of the analysis. | |

See Also: Inflation

# Batch Update: Market Leasing

**Navigation: File>Open Portfolio>Portfolio Properties>Ribbon>Sensitivity Analysis>Batch Update>Bottom Toolbar>Market Leasing**

## Purpose

To enter changes to market leasing in the scenario, use the Market Leasing tab on the bottom Ribbon. Your selections will determine whether you will be allowed to enter an amount or percentage. For more information see Batch Update.
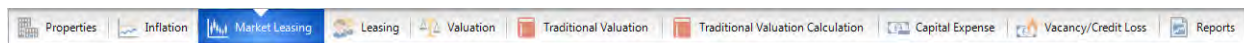


### Changing Assumptions

1. Select a calculation method in the pick list.

2. Type the new value in the adjacent field.

3. Click **Apply** to generate the change sets in the grid at the bottom of the screen.

Option: To discard your changes and start over, click **Reset**.

Result: A Warning Pop-up will ask you to click **OK**.

Note: For Batch Updates, the measurement units in the Base Model must match or be compatible with the update options you select. For example, if the Base Model contains $/Area, and you select Increment fixed %, the system will ignore your selection and make no change.

Warning: If you are working in the Base Scenario, and you perform a Batch Update, apply changes, and click Save and Calculate, these changes will be applied to your Base Scenario. If you do not want changes applied to the Base Scenario, make a copy and apply changes to the copy.

### Top Portion of Window

Select a calculation method in the available pick lists.

| Field | Description | Notes |
|---|---|---|
| **Base Rent – New** | **No Change**: Makes the input field unavailable. | |
| | **Adjust to % of Current Value**: Adjusts the current value to a percentage of itself you enter. The system removes any variations for amount that vary over time. | |
| | **Increment Amt/Area/Yr**: Increments initial value by the amount/area/year you enter. | |
| | **Replace Amt/Area/Yr**: Replaces initial value with the amount/area/year you enter. | |
| | **Increment Amt/Area/Mth**: Increments initial value by the amount/month you enter. | |
| | **Replace Amt/Area/Mth**: Replaces initial value with the amount/area/month you enter. | |

| | **Increment Amt/Yr**: Increments initial value by the amount/year you enter. | |
|---|---|---|
| | **Replace Amt/Yr**: Replaces initial value with the amount/year value you enter. | |
| | **Increment Amt/Mth**: Increments initial value by the amount/month you enter. | |
| | **Replace Amt/Mth**: Replaces initial value with the amount/month you enter. | |
| **Base Rent – Renew** | **No Change:** Makes the input field unavailable. | |
| | **Adjust to % of Current Value:** Adjusts the current value to a percentage of itself you enter. The system removes any variations for amount that vary over time. | |
| | **Increment Amt/Area/Yr:** Increments initial value by the amount/area/year you enter. | |
| | **Replace Amt/Area/Yr:** Replaces initial value with the amount/area/year you enter. | |
| | **Increment Amt/Area/Mth:** Increments initial value by the amount/month you enter. | |
| | **Replace Amt/Area/Mth:** Replaces initial value with the amount/area/month you enter. | |
| | **Increment Amt/Yr:** Increments initial value by the amount/year you enter. | |
| | **Replace Amt/Yr:** Replaces initial value with the amount/year you enter. | |
| | **Increment Amt/Mth:** Increments initial value by the amount/month you enter. | |
| | **Replace Amt/Mth:** Replaces initial value with the amount/month you enter. | |
| **Rent Steps** | **No Change** (default): Makes the input field unavailable. | |
| | **Zero Out:** Replaces initial value with zero. | |
| | **Replace Fixed % Step/Yr:** Replaces initial value with fixed percentage/year you enter. | |
| | **Replace Amt/Area/Mth:** Replaces initial value with amount/area/month you enter. | |
| | **Replace Amt/Area/Yr:** Replaces initial value with amount/area/year you enter. | |
| | **Replace Amt/Mth:** Replaces initial value with amount/month you enter. | |
| | **Replace Amt/Yr:** Replaces initial value with amount/area/year you enter. | |

| | | |
|---|---|---|
| **Rental Value** | **No Change:** Makes the input field unavailable. | |
| | **Adjust to % of Current Value:** Adjusts the current value to a percentage of itself you enter. The system removes any variations for amount that vary over time. | |
| | **Increment Amt/Area/Yr:** Increments initial value by the amount/area/year you enter. | |
| | **Replace Amt/Area/Yr:** Replaces initial value with the amount/area/year you enter. | |
| | **Increment Amt/Area/Mth:** Increments initial value by the amount/month you enter. | |
| | **Replace Amt/Area/Mth:** Replaces initial value with the amount/area/month you enter. | |
| | **Increment Amt/Yr:** Increments initial value by the amount/year you enter. | |
| | **Replace Amt/Yr:** Replaces initial value with the amount/year you enter. | |
| | **Increment Amt/Mth:** Increments initial value by the amount/month you enter. | |
| | **Replace Amt/Mth:** Replaces initial value with the amount/month you enter. | |
| **Free Rent - New** | **No Change** (default): Makes the input field unavailable. | |
| | **Adjust to % of Current Value:** Adjusts the current value to percentage of itself you enter. The system removes any variations for amount that vary over time. | |
| | **Increment Months:** Increments initial value with amount you enter. | |
| | **Replace Months:** Replaces initial value with amount you enter. | |
| **Free Rent - Renew** | **No Change** (default): Makes the input field unavailable. | |
| | **Adjust to % of Current Value:** Adjusts the current value to a percentage of itself you enter. The system removes any variations for amount that vary over time. | |
| | **Increment Months:** Increments initial value with amount you enter. | |
| | **Replace Months:** Replaces initial value with amount you enter. | |
| **Recoveries** | **No Change** (default): Makes the input field unavailable. | |

| | | |
|---|---|---|
| | **Adjust to % of Initial value:** Adjusts the current value to a percentage of itself you enter. The system removes any variations for amount that vary over time. | |
| | **Increment Fixed Amount:** Increments initial value by the amount you enter. | |
| | **Replace Fixed Amount:** Replaces initial value by the amount you enter. | |
| | Increment Fixed Amt/Area: Increments initial value by a fixed amount/area. | |
| | Replace Fixed Amt/Area: Replaces initial value by a fixed amount area. | |
| **Year 1 TI - New** | **No Change** (default): Makes the input field unavailable. | |
| | **Adjust to % of Current Value:** Adjusts the current value to a percentage of itself you enter. The system removes any variations for amount that vary over time. | |
| | Increment Amt/Area: Increments initial value by the amount/area you enter. | |
| | Replace Amt/Area: Replaces initial value with the amount/area you enter. | |
| | **Increment Amount:** Increments initial value by the amount you enter. | |
| | **Replace Amount:** Replaces initial value by the amount you enter. | |
| **Year 1 TI - Renew** | **No Change** (default): Makes the input field unavailable. | |
| | **Adjust to % of Current Value:** Adjusts the current value to a percentage of itself you enter. The system removes any variations for amount that vary over time. | |
| | Increment Amt/Area: Increments initial value by the amount/area you enter. | |
| | Replace Amt/Area: Replaces initial value with the amount/area you enter. | |
| | **Increment Amount:** Increments initial value by the amount you enter. | |
| | **Replace Amount:** Replaces initial value by the amount you enter. | |
| **Year 1 LC New** | **No Change (default):** Makes input field unavailable. | |
| | **Adjust to % of Current Value:** Adjusts the current value to a percentage of itself you | |

| | | |
|---|---|---|
| | enter. The system removes any variations for amount that vary over time. | |
| | Increment Amt/Area: Increments initial value by the amount/area you enter. | |
| | Replace Amt/Area: Replaces initial value with the amount/area you enter. | |
| | **Increment Amount:** Increments initial value by the amount you enter. | |
| | **Replace Amount:** Replaces initial value by the amount you enter. | |
| | **Increment Fixed %:** Increments initial value by the percentage you enter. | |
| | **Replace Fixed %:** Replaces initial value by the percentage you enter. | |
| | **Replace # of Months at Initial Base Rate:** Replaces initial value by the amount you enter. | |
| | **Replace # of Months at Initial Base Rate:** Replaces initial value by the amount you enter. | |
| **Year 1 LC Renew** | **No Change** (default): Makes the input field unavailable. | |
| | **Adjust to % of Current Value:** Adjusts the current value to a percentage of itself you enter. The system removes any variations for amount that vary over time. | |
| | Increment Amt/Area: Increments initial value by the amount/area you enter. | |
| | Replace Amt/Area: Replaces initial value with the amount/area you enter. | |
| | **Increment Amount:** Increments initial value by the amount you enter. | |
| | **Replace Amount:** Replaces initial value by the amount you enter. | |
| | **Increment Fixed %:** Increments initial value by the percentage you enter. | |
| | **Replace Fixed %:** Replaces initial value by the percentage you enter. | |
| | **Increment # of Months at Initial Base Rate:** Increments initial value by the amount you enter. | |
| | **Replace # of Months at Initial Base Rate:** Replaces initial value by the amount you enter. | |

| | | |
|---|---|---|
| **Lease Term (Months)** | **No Change** (default): Makes the input field unavailable.<br><br>**Adjust to % of Current Value:** Adjusts the current value to a percentage of itself you enter. The system removes any variations for amount that vary over time.<br><br>**Increment Months:** Adds the number of lease months you type to the lease term.<br><br>**Replace Months:** Replaces the number of lease months with the number of months you type. | |
| **Months Vacant** | **No Change** (default): Makes the input field unavailable.<br><br>**Adjust to % of Current Value:** Adjusts the current value to a percentage of itself you enter. The system removes any variations for amount that vary over time.<br><br>**Increment Months:** Adds the number of lease months you type to the vacant months.<br><br>**Replace Months:** Replaces the number of vacant months with the number of months you type. | |
| **Renewal %** | **No Change** (default): Makes the input field unavailable.<br><br>**Adjust to % of Current Value:** Adjusts the current value to a percentage of itself you enter. The system removes any variations for amount that vary over time.<br><br>**Increment %:** Increments initial value by the percentage you enter.<br><br>**Replace %:** Replaces initial value by the percentage you enter. | |
| **Apply/Reset** | Select the **Apply** button to save changes you have made or **Reset** to restore records without applying updates. | |

## Property Name

This grid displays and allows you to edit certain changes made in the top portion of the window.

| Field | Description | Notes |
|---|---|---|
| **External ID** | Displays the external ID. | |
| **Analysis Begin** | Displays the analysis start date. | |
| **Name** | Displays the profile name. | |
| **Base Rent Unit** | Displays the measurement unit used to calculate base rent. | |
| **New Base Rent** | Type an amount/percentage for new base rent for new leases. | |
| **Renew Base Rent** | Type an amount/percentage for renew base rent for renewal leases. | |
| **Step Type** | Select a step rent type: <br> None <br> $/SF/Year <br> $/SF/Month <br> $/Year <br> $/Month <br> % Increase | |
| **Rent Steps** | Type a number/percentage for rent steps. | |
| **Rental Value Unit** | Displays the rental value unit. | |
| **Rental Value** | Type a rental value. | |
| **Free Rent - New** | Type the number of months of free rent for new leases. | |
| **Free Rent - Renew** | Type the number of months of free rent for renewed leases. | |
| **Recoveries Structure** | Displays the selected recovery structure type. | |
| **Recoveries Amount** | Type a recoveries amount. | |
| **Year 1 TI - Unit** | Displays the TI unit selected for tenant improvements for the first year. | |
| **Year 1 TI - New** | Type an amount/percentage for tenant improvements for new leases for the first year. | |
| **Year 1 TI - Renew** | Type an amount for tenant improvements for renewed leases for the first year. | |
| **Year 1 LC New Unit** | Displays the LC unit for new leases. | |

| | | |
|---|---|---|
| **Year 1 LC - New** | Type an amount/percentage for leasing commissions for new leases. | |
| **Year 1 LC - Renew Unit** | Displays the LC unit for renewal leases. | |
| **Year 1 LC - Renew** | Type an amount/percentage for leasing commissions for renewal leases. | |
| **Lease Term (Months)** | Type a number of months for a lease term. | |
| **Months Vacant** | Type a number of vacant months. | |
| **Renewal %** | Type a percentage for the renewal assumption. | |

See Also: Market Leasing
Multi-family Market Leasing

# Batch Update: Leasing

Navigation: **Open Portfolio>Home Ribbon>Sensitivity Analysis>Batch Update>Update Current Scenario>Bottom Toolbar>Leasing**

## Purpose

You can enter/apply changes to leasing in the scenario. Your selections determine whether you will be allowed to enter an amount or percentage.

Select the **Apply** button to save changes you have made or the **Reset** button to restore records without applying updates.
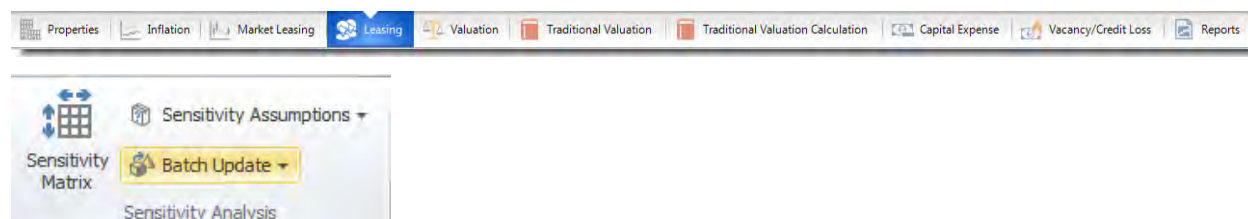


### Changing Assumptions

1. Select a calculation method in the pick list.

2. Type the new value in the adjacent field.

3. Click **Apply** to generate the change sets in the grid at the bottom of the screen.

Option: To discard your changes and start over, click **Reset**.

Result: A Warning Pop-up will ask you to click **OK**.

Warning: If you are working in the Base Scenario and you perform a Batch Update, apply changes, and click Save and Calculate, these changes will be applied to your Base Scenario. If you do not want changes applied to the Base Scenario, make a copy and apply changes to the copy.

### Top Grid (Unlabeled)

| Field | Description | Notes |
|---|---|---|
| **Lease Begin** | **No Change (default):** Makes the input field unavailable.<br><br>**Increment Months:** Increments lease begin date by the number of months you type.<br><br>**Replace Date:** Replaces current date with date you enter. | |
| **Lease Term (Months)** | **No Change:** Makes the input field unavailable.<br><br>**Adjust to % of Current Value:** Adjusts the lease term to a percentage of the current value. The system removes any variations for amounts that vary over time. | |

| | **Increment Months:** Increments the lease term by the amount you enter. | |
| | **Replace Months:** Replaces the lease term with the number you enter. | |
| **Initial Rent** | **No Change:** Makes the input field unavailable. | |
| | **Adjust to % of Current Value:** Adjusts initial rent to a percentage of the current value. | |
| | **Increment Amt/Area/Yr:** Increments initial rent by the amount/area/year you enter. | |
| | **Replace Amt/Area/Yr:** Replaces initial rent with the amount/area/year you enter. | |
| | **Increment Amt/Area/Mth:** Increments initial rent by the amount/month you enter. | |
| | **Replace Amt/Area/Mth:** Replaces initial rent with the amount/area/month you enter. | |
| | **Increment Amt/Yr:** Increments initial rent by the amount/year value you enter. | |
| | **Replace Amt/Yr:** Replaces initial rent with the amount/year you enter. | |
| | **Increment Amt/Mth:** Increments initial rent by the amount/month you enter. | |
| | **Replace Amt/Mth:** Replaces initial rent with the amount/month you enter. | |
| | **Increment %:** Increments initial rent by the percentage of itself you enter. | |
| | **Replace %:** Replaces initial rent with the percentage of itself you enter. | |
| **Rent Steps** | **No Change (default):** Makes the input field unavailable. | |
| | **Zero Out:** Replaces the rent steps value with zero. | |
| | **Replace Fixed % Step/Yr:** Replaces rent steps with the fixed percentage/year you enter. | |
| | **Replace Amt/Area/Yr:** Replaces rent steps with the amount/area/year you enter. | |
| | **Replace Amt/Area/Mth:** Replaces rent steps with the amount/area/month you enter. | |
| | **Replace Amt/Yr:** Replaces rent steps with the amount/year you enter. | |
| | **Replace Amt/Mth:** Replaces rent steps with the amount/month you enter. | |
| **Rental Value** | **No Change:** Makes the input field unavailable. | |

| | | |
|---|---|---|
| | **Adjust to % of Current value:** Adjusts rental value to the percentage of the current value. | |
| | **Increment Amt/Area/Yr:** Increments rental value by the amount/area/year you enter. | |
| | **Replace Amt/Area/Yr:** Replaces rental value with the amount/area/year you enter. | |
| | **Increment Amt/Area/Mth:** Increments rental value by the amount/month you enter. | |
| | **Replace Amt/Area/Mth:** Replaces rental value with the amount/area/month you enter. | |
| | **Increment Amt/Yr:** Increments rental value by the amount/year you enter. | |
| | Replace Amt/Yr: Replaces rental value with the amount/year you enter. | |
| | **Increment Amt/Mth:** Increments rental value by the amount/month you enter. | |
| | **Replace Amt/Mth:** Replaces rental value with the amount/month you enter. | |
| **Free Rent** | **No Change (default):** Makes the input field unavailable. | |
| | **Adjust to % of Current value:** Adjusts free rent to the percentage of the current value. | |
| | **Increment Months:** Increments free rent with the number of months you enter. | |
| | **Replace Months:** Replaces the current free rent number with the number you enter. | |
| **Recoveries** | **No Change (default):** Makes the input field unavailable. | |
| | **Adjust to % of Current Value:** Adjusts recoveries to a percentage of itself you enter. The system removes any variations for amounts that vary over time. | |
| | **Increment Fixed Amount:** Increments recoveries by the amount you enter. | |
| | **Replace Fixed Amount:** Replaces recoveries by the amount you enter. | |
| | **Increment Fixed Amount/Area:** Increments recoveries by the amount/area you enter. | |
| | **Replace Fixed Amount/Area:** Replaces recoveries by the amount/area you enter. | |
| **TI** | **No Change (default):** Makes the input field unavailable. | |

| | | |
|---|---|---|
| | **Adjust to % of Current Value:** Adjusts tenant improvements to a percentage of itself you enter. The system removes any variations for amount that vary over time. | |
| | **Increment Amt/Area:** Increments tenant improvements by the amount/area you enter. | |
| | **Replace Amt/Area:** Replaces tenant improvements with the amount/area you enter. | |
| | **Increment Amount:** Increments tenant improvements by the amount you enter. | |
| | **Replace Amount:** Replaces tenant improvements by the amount you enter. | |
| **LC** | **No Change (default):** Makes the input field unavailable. | |
| | **Adjust to % of Current Value:** Adjusts leasing commissions to a percentage of current value. The system removes any variations for amount that vary over time. | |
| | **Increment Amt/Area:** Increments leasing commissions by the amount/area you enter. | |
| | **Replace Amt/Area:** Replaces leasing commissions with the amount/area you enter. | |
| | **Increment Amount:** Increments leasing commissions by the amount you enter. | |
| | **Replace Amount:** Replaces leasing commissions by the amount you enter. | |
| | **Increment Fixed %:** Increments leasing commissions by the percentage you enter. | |
| | **Replace Fixed %:** Replaces leasing commissions by the percentage you enter. | |
| | **Increment # of Months at Initial Base Rate:** Increments leasing commissions by the amount you enter. | |
| | **Replace # of Months at Initial Base Rate:** Replaces leasing commissions by the amount you enter. | |
| **Apply/Reset** | Select the **Apply** button to save changes you have made or the **Reset** button to restore records without applying updates. | |

## Property Name Grid

This grid displays and allows you to edit certain changes made in the top portion of the window. Standard filtering/sorting is available for each Column Header.

| Field | Description | Notes |
|---|---|---|
| **External ID** | Displays the external ID. Read only. | |
| **Suite #** | Displays the suite number. Read only. | |
| **Tenant Name** | Displays the tenant name. Read only | |
| **Area** | Displays the area each tenant has leased. Read only. | |
| **Lease Status** | Displays the status of the current lease for each tenant.<br><br>**Can Edit:** Speculative, Month to Month, Holdover<br>**Read Only:** Contract, Contract Renewal, Option<br>**Not Available:** Reabsorb, Renew, Vacate, Market | |
| **Lease Type** | Displays the type of lease. Read only. | |
| **Lease Begin** | Displays the date the lease begins. | |
| **Lease Term (Months)** | Type a number of months. | |
| **Initial Rent** | Type a percentage. | |
| **Rent Type** | Displays the selection for calculating rent. Read only. | |
| **Step Type** | Select a step type:<br>None<br>$/SF/Year<br>$/SF/Month<br>$/Year<br>$/Month<br>% Increase | |
| **Rent Steps** | Type a number of steps. | |
| **Rental Value Unit** | Displays the rental value unit. Read only. | |
| **Rental Value** | Displays the rental value. Only editable for speculative leases. | |
| **Free Rent (Months)** | Type the number of months of free rent. | |
| **Recoveries Structure** | Displays the Recoveries Structure profile name. Read only. | |

| | | |
|---|---|---|
| **Recoveries Amount** | Read only. Only editable for speculative leases. | |
| **TI Unit** | Displays the TI unit selected for tenant improvements. Read only. | |
| **TI** | Displays the TI amount/percentage. You can change this value by changing the TI (Amt/Area). | |
| **TI (Amt/Area)** | Displays the amount per area for tenant improvements. | |
| **LC Unit** | Displays the LC unit. Read only. | |
| **LC** | Type a leasing commission percentage. Only editable for speculative leases. | |
| **LC (Amt/Area)** | Displays a leasing commission amount/area. | |
| **Vacant Period** | Displays the vacant period in the format of years/months/days. Read only. | |
| **Void (Exp/Brk)** | Displays void expiration/break period in months. Read only. | |
| **Period to Break** | Displays the lease period to break in format of years/months/days. Read only. | |
| **Froth** | Displays the froth amount. Read only. | |
| **Break Type** | Displays the lease break type. Read only. | |
| **Apply Properties Filter** | Click the check box to apply the properties filter. | |
| **Edit Filter** | Click this button to edit/delete the parameters of the filter. | |

See Also: Rent Roll
Market Leasing
Multi-family Market Leasing

# Batch Update: Hotel Rooms

**Navigation: Open Portfolio>Home Ribbon>Sensitivity Analysis>Batch Update>Update/Current Scenario>Bottom Ribbon>Hotel Rooms**
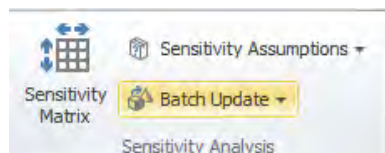


## Purpose

Make changes to hotel rooms in the scenario. Your selections will determine whether you will be allowed to type an amount or percentage.

Top Grid

| Field | Description | Notes |
|---|---|---|
| **Average Daily Rate** | **No Change:** Does not change the average daily rate. | |
| | **Adjust to % of Current Value:** Type a percentage based on the current value to adjust the average daily rate. | |
| | **Increment Amt/Yr:** Type an amount per year to increment the average daily rate. | |
| | **Replace Amt/Yr:** Type a new amount per year to replace the current average daily rate. | |
| **Occupancy** | **No Change:** Does not change the occupancy rate. | |
| | **Adjust to % of Current Value:** Type a percentage based on the current value to adjust the occupancy rate. | |
| | **Replace %:** Type a percentage to replace the occupancy rate. | |
| | **Increment %:** Type a percentage to increment the occupancy rate. | |
| **Apply/Reset** | Click **Apply** to save changes. | |
| | Click **Reset** to restore records without applying updates. | |

## Property Name

This grid displays the changes you made in the top portion of the window.

| Columns | Description | Notes |
|---|---|---|
| **External ID** | Displays the external ID. | |
| **Room Type/Description** | Displays the room type/description for each category of suite. | |
| **Average Daily Rate** | Displays the average daily rate for each room type. | |
| **ADR - Amt Adjustment** | **No Change:** Does not change the average daily rate. **Adjust to % of Current Value:** Type a percentage to adjust the average daily rate. **Increment Amt/Yr:** Type an amount per year to increment the average daily rate. **Replace Amt/Yr:** Type a new amount per year to replace the current average daily rate. | |
| **Adjust - Amt** | Type an amount/percentage for the ADR adjustment. | Based on selection for ADR - Amt Adjustment. |
| **Occupancy** | Displays the property's occupancy rate as a percentage. | |
| **Occupancy - Amt Adjustment** | **No Change:** Does not change the occupancy rate. **Adjust to % of Current Value:** Type a percentage to adjust the occupancy rate. **Replace %:** Type a percentage to replace the occupancy rate. **Increment %:** Type a percentage to increment the occupancy rate. | |
| **Adjust - Amt** | Type an amount/percentage for the occupancy adjustment. | Based on selection for Occupancy - Amt Adjustment. |

See Also: Hotel Rooms

# Batch Update: Hotel Revenues

**Navigation: Open Portfolio>Ribbon>Sensitivity Analysis>Batch Update>Update Current Scenario>Bottom Toolbar>Hotel Revenues.**
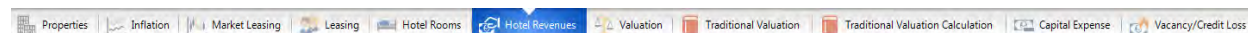


## Purpose

To enter changes for hotel revenues in the scenario, use the Hotel Revenues tab at the bottom of the screen. Your selections will determine whether you will be allowed to enter an amount or percentage.

Select the **Apply** button to save changes you have made or the **Reset** button to restore records without applying updates.

| Field | Description | Notes |
|---|---|---|
| **Dept. Revenue Amt** | **No Change:** Department revenue will not be changed. | |
| | **Adjust to % of Current Value:** Enter a percentage to adjust the department revenue. | |
| | **Increment Amount:** Enter an amount to increment department revenue. | |
| | **Replace Amount:** Enter an amount to replace department revenue. | |
| **Dept. Revenue Amt Timing** | **No Change:** Department revenue timing will not be changed. | |
| | **Shift Amount By Number of Months:** Enter a number of months to change the revenue timing period. | |
| **Misc. Revenue Amt** | **No Change:** Miscellaneous revenue amount will not be changed. | |
| | **Adjust to % of Current Value:** Enter a percentage to adjust miscellaneous revenue. | |
| | **Increment Amount:** Enter an amount to increment miscellaneous revenue. | |
| | **Replace Amount:** Enter an amount to replace miscellaneous revenue. | |
| **Misc. Revenue Amt Timing** | **No Change:** Miscellaneous revenue timing is not changed. | |
| | **Shift Amount By Number of Months:** Enter a number of months to change the miscellaneous timing period. | |
| **Apply/Reset** | **Apply:** Saves changes you have made. | |
| | **Reset:** Restores records without applying updates. | |

## Lower Grid

### Property Name

This grid displays the changes you made in the top portion of the window.

| Field | Description | Notes |
|---|---|---|
| **External ID** | Displays the external ID. | |
| **Revenue Name** | Displays the names for various sources of revenue. | |
| **How Input** | Displays your input selection. | |
| **Frequency** | Displays the frequency at which the revenue is calculated. | |
| **Amount 1** | Displays the revenue amount. | |
| **Shift Months** | Type the number of shift months. | |
| **Adjust Amount Type** | Select a method as the basis of the Adjust Amount By field. **No Change (default):** No changes are made to capital expense amounts. **Adjust to % of Current Value:** Type a percentage to adjust amounts by a percentage of itself. **Increment Amount:** Type an amount to increment the amount by the number you enter. **Replace Amount:** Replaces the current amount with the amount you enter. | |
| **Adjust Amount By** | Type an amount/percentage. | Based on your selection in the Adjust Amount Type field. |
| **Category** | Displays the category for this revenue record. | |

See Also: Hotels

# Batch Update: Valuation

## Purpose

To Type changes for valuation in the scenario, use the Valuation tab on the bottom Ribbon. Your selections will determine whether you will be allowed to Type an amount or percentage. Click **Apply** to save changes you have made or **Reset** to restore records without applying updates.



See Also: Present Value
Property Resale



### Cap Rate %/Multiplier

You can change the cap rate percentage divided by the multiplier value for the sensitivity analysis. Choose from:

- **No Change (Default):** No changes will be made to the cap rate percentage or any multiplier value.
- **Increment Cap Rate %:** Type a percentage to increment the cap rate.
- **Replace Cap Rate %:** Type a percentage to replace the cap rate.
- **Increment Cap Multiplier:** Type a number to increment the cap multiplier.
- **Replace Cap Multiplier:** Type a number to replace the cap multiplier.
- **Increment Gross Income Multiplier (for properties that use GIM as resale calculation method):** Type a number to increment the gross income multiplier.
- **Replace Gross Income Multiplier (for properties that use GIM as resale calculation method):** Type a number to replace the gross income multiplier.
- **Increment Hardcore/Term Rate: Type** a number to increment the hardcore/term rate.
- **Replace Hardcore/Term Rate: Type** a number to replace the hardcore/term rate.
- **Increment Marginal/Reversion Rate: Type** a number to increment the marginal/reversion rate.
- **Replace Marginal/Reversion Rate: Type** a number to replace the marginal/reversion rate.

### Selling Costs

You can change the selling costs for the sensitivity analysis:

- **No Change** (default): No changes will be made to the selling costs.
- **Increment %:** Type a percentage to increment the selling costs.
- **Replace %:** Type a percentage to replace the selling costs.

## Valuation Date

You can change the valuation date for the sensitivity analysis:

- **No Change** (default): No changes will be made to the valuation date.
- **Replace Date:** Type a new date to replace the valuation date.

## Date of Sale

You can change the date of sale for the sensitivity analysis:

- **No Change** (default): No changes will be made to the sale date.
- **Replace Date:** Type a new date to replace the sale date.
- **Shift Date by # of Months:** Type a number of months to change the sale date.

## Discount Rate

You can change the discount rate for the sensitivity analysis:

- **No Change** (default): No changes will be made to the discount rate.
- **Increment %:** Type a percentage to increment the discount rate.
- **Replace %:** Type a percentage to replace the discount rate.

## Default Resale

You can change the default resale settings for the sensitivity analysis:

- **No Change** (default): No changes will be made to the default resale settings.
- **Select as Default:** Your changes apply to the default resale settings.

## Apply/Reset

Click **Apply** to save changes you have made or click **Reset** to restore records without applying updates.



# Property grid

Displays the changes you made in the top portion of the window.



## Property Name

### Name/Description
Displays the name/description for the property.

### Default
This column allows you to select one row at a time.

### External ID
Displays any external ID for the property.

### Sale Calculation Method
Displays the method for calculating the sale price.

## Sale Calculation Method Amount or %
Displays the sale price amount or percentage.

## Multiplier
Displays the multiplier.

## Selling Cost
Displays the selling costs.

## Valuation Date
Displays the valuation date.

## Date of Sale
Displays the date of the sale.

## Hold Period
Displays the hold period (from the valuation date) in years.

## Discount Rate
Displays the discount rate.

## Hardcore/Term Rate
Displays the hardcore/term rate.

## Marginal/Reversion Rate
Displays the marginal/reversion rate.

# Batch Update: Traditional Valuation

To change yield entries or valuation methodologies for traditional valuations in the scenario, use the Traditional Valuation tab on the bottom Ribbon. Your selections will determine whether you will be allowed to enter an amount or percentage.



## Method

You can change the method for calculating yield. Choose from:

- **No Change:** If you select this option, you will not be able to enter a new rate for the valuation method.
- **Replace Hardcore:** If you select this option, you will be able to enter a new rate for the hardcore calculation.
- **Replace Term & Reversion:** If you select this option, you will be able to enter a new rate for the term and reversion calculation.
- **Replace Initial Yield:** If you select this option, you will be able to enter a new rate for the initial yield calculation.

## Hardcore/Term Rate

You can change the hardcore/term rate. Choose from:

- **No Change:** If you select this option, you will not be able to change the hardcore/term rate.

- **Increment %:** If you select this option, you will be able to increment the percentage for the hardcore/term rate.
- **Replace %:** If you select this option, you will be able to enter a new percentage for the hardcore/term rate.
- **Adjust to % of Current Value:** If you select this option, you will be able to adjust the hardcore/term rate as a percentage of the current value.

## Marginal/Reversion Rate

You can change the marginal/reversion rate. Choose from:

- **No Change:** If you select this option, you will not be able to change the marginal/reversion rate.
- **Increment %:** If you select this option, you will be able to increment the percentage for the marginal/reversion rate.
- **Replace %:** If you select this option, you will be able to enter a new percentage for the marginal/reversion rate.
- **Adjust to % of Current Value:** If you select this option, you will be able to adjust the marginal/reversion rate as a percentage of the current value.

## Froth Rate

You can change the froth rate. Choose from:

- **No Change:** If you select this option, you will not be able to change the froth rate.
- **Increment %:** If you select this option, you will be able to increment the percentage for the froth rate.
- **Replace %:** If you select this option, you will be able to enter a new percentage for the froth rate.
- **Adjust to % of Current Value:** If you select this option, you will be able to adjust the froth rate as a percentage of the current value.

## Discounted Capital Costs Rate

You may change the discounted capital costs rate. Choose from:

- **No Change:** If you select this option, you will not be able to change the discounted capital costs rate.
- **Increment %:** If you select this option, you will be able to increment the percentage for the discounted capital costs rate.
- **Replace %:** If you select this option, you will be able to enter a new percentage for the discounted capital costs rate.
- **Adjust to % of Current Value:** If you select this option, you will be able to adjust the discounted capital costs rate as a percentage of the current value.

## Apply/Reset

Select the **Apply** button to save changes you have made or the **Reset** button to restore records without applying updates.

## Property Name

This grid displays the changes you made in the top portion of the window. You can left click on the **Property Name** button to sort records or right click to open a pick list of standard grid options.

See Also: Getting Started



### External ID
Displays any external ID for the property.

### Suite #
Displays the suite number.

### Name
Displays the tenant name.

### Cap Group
You may select a cap group in the pick list. You may also select the Override option to enable the **In Tenant Rows** fields for editing.

### Method
You may select a calculation method in the pick list. Choose from the following:

- Hardcore
- Term & Reversion
- Initial Yield

See Also: Modeling Policies

### Hardcore/Term Rate
Displays the hardcore/term rate.

### Marginal/Reversion Rate
Displays the marginal/reversion rate.

### Froth Rate
Displays the froth rate.

### Discounted Capital Costs Rate
Displays the capital costs rate.

### Resale Cap Group
Displays the resale cap group.

### Apply Properties Filter
Select this option to apply the properties filter.

# Batch Update: Traditional Valuation Calculation

To create a Traditional Valuation report within a sensitivity scenario or make changes in a scenario then create Traditional Valuation reports, click the **Traditional Valuation** tab on the bottom Ribbon:

• Your selections determine whether you will be allowed to enter an amount or percentage

• You have the option to select all properties or a subset of several properties

See Also: How to Run Traditional Valuation Portfolio Reports from Subsets of a Scenario
How to Run Traditional Valuation Portfolio Reports from a Full Scenario

**Note:** The Traditional Valuation Calculation tab will only appear when at least one property in the scenario has **Traditional Valuation** selected in Modeling Policies.



See Also: Sensitivity Analysis
Sensitivity Analysis Traditional Valuation

## Options

The Options section in the Ribbon is only available when at least one property in the scenario has **Traditional Valuation** selected in Modeling Policies.



## Calculate Properties
Changes the yield entries in all properties to use the calculated equivalent yield.

### Align All

Changes the valuation date entries in all properties to use the scenario valuation date (selected/entered in Assumptions>**Valuation Date**). **Align All** is only available when properties have varying valuation dates.

### Modeling Policies

Opens the Scenario Modeling Policies window.

## Assumptions

### Valuation Date

Select valuation date from the drop-down calendar.

### Goal Seek Option

Select a goal seek method from the pick list. Choose from:

- **None:** The **Target Value** field is not available.
- **Gross Value:** Gross value is used for the goal seek.
- **Net Value:** Net value is used for the goal seek.
- **Equivalent Yield %:** Equivalent yield percentage is used for the goal seek.
- **Initial Yield %:** Initial yield percentage value is used for the goal seek.
- **Reversion Yield %:** Reversion yield percentage is used for the goal seek.
- **Running Yield %:** Running yield percentage is used for the goal seek.

### Target Value

Enter a target value.

### Calculate Scenario

Click this button to calculate the goal seek scenario for the traditional valuation.

### Timestamp

The Timestamp area displays the month/day/year/time for the scenario.

### Status

The Status area displays the date status of the scenario.

### Target Date

Enter a target date. This field is only available if you select Running Yield % as the **Goal Seek Option**.

### Force EY

Changes the yield entries in all properties to use the calculated equivalent yield from the scenario.

## Scenario Results

### Gross Value

Displays the gross value.

### Capital Costs

Displays the capital costs.

### Acquisition Fees
Displays the acquisition fees.

### Net Value
Displays the net value.

### Sum of 'Say' Values
Displays the sum of the say values.

### Equivalent Yield
Displays the equivalent yield.

### Equivalent Yield (Q. In Adv.)
Displays the yield date (quarterly in advance).

### Initial Yield
Displays the initial yield.

### Reversionary Yield
Displays the reversionary yield.

### Contracted Net Rent
Displays the contracted net rent.

### Net Rent
Displays the net rent.

## Running Yields

### Yield Date
Displays the yield date.

### Gross Rent
Displays the gross rent.

### Operating Expenses
Displays the operating expenses.

### Ground Lease Expenses
Displays the Ground Lease expenses.

### Net Rent
Displays the net rent.

### Annual Yield
Displays the annual yield.

### Quarterly Yield
Displays the quarterly yield.

## Property Results

### ID
Displays the property ID.

### Property Name
Displays the property name.

### Valuation Date
Displays the valuation date.

### Gross Value
Displays the gross value.

### Capital Expenses
Displays the capital costs.

### Acquisition Fees
Displays the acquisition costs.

### Net Value
Displays the net value.

### Say Value
Displays the say value.

### Equivalent Yield
Displays the equivalent yield.

### Initial Yield
Displays the initial yield.

### Reversionary Yield
Displays the reversionary yield.

### External ID
Displays the external ID.

### Property Type
Displays the property type.

### Analysis Begin
Displays the analysis start date.

# Batch Update: Capital Expense

Navigation: **Open Portfolio>Home Ribbon>Sensitivity Analysis>Batch Update>Update Current Scenario>Bottom Toolbar>Capital Expense**
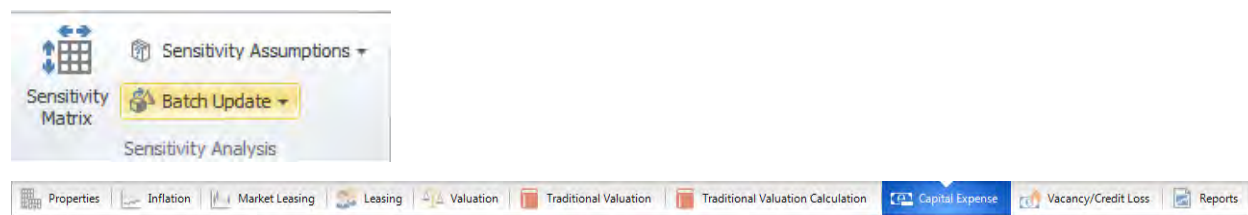


## Purpose

You can apply changes for capital expenses in the scenario. Your selections determine whether you are allowed to enter an amount or percentage.

### Top Grid (Unlabeled)

| Field | Description | Notes |
|---|---|---|
| Amount Timing | **No Change (default):** Capital expense timing is not changed.<br><br>**Shift Date by Number of Months:** Type a number for months to change the date for capital expense timing. | |
| Amount | **No Change (default):** No changes are made to capital expense amounts.<br><br>**Increment Amount:** Type an amount to increment capital expenses.<br><br>**Adjust to % of Current Value:** Type a percentage to adjust capital expenses. | |
| Apply/Reset | Click **Apply** to save changes you have made or **Reset** to restore records without applying updates. | |

### Property Name

This grid displays the changes you apply in the top portion of the window.

| Field | Description | Notes |
|---|---|---|
| External ID | Displays the external ID. | |
| Expense Name | Displays the names for various sources of revenue. | |
| How Input | Displays your input selection. | |
| Frequency | Displays frequency at which the revenue will be calculated. | |
| Amount 1 | Displays the revenue amount. | |

| Shift Months | Type a number. | |
|---|---|---|
| Adjust Amount Type | **No Change:** Applies zero to the Adjust Amount By field.<br><br>**Increment Amount:** Applies an amount basis to the Adjust Amount By field.<br><br>**Adjust to % of Current Value:** Applies a percentage basis to the Adjust Amount By field. | |
| Adjust Amount By | Type a number. | |
| Apply Properties Filter | Choose whether to apply a filter to the grid:<br><br>**Checked:** Applies the filter.<br><br>**Unchecked:** Disables the filter. | Checkbox displays below the grid. |

See Also: Capital Expenses

# Batch Update: Vacancy/Credit Loss

## Purpose

To enter changes for vacancy and credit loss in the scenario, use the Vacancy/Credit Loss tab on the bottom Ribbon.  Your selections will determine whether you will be allowed to enter an amount or percentage will be used. Select the **Apply** button to save changes you have made or the **Reset** button to restore records without applying updates.

| Properties | Inflation | Market Leasing | Leasing | Valuation | Traditional Valuation | Traditional Valuation Calculation | Capital Expense | Vacancy/Credit Loss | Reports |

| **Vacancy Allowance** | Replace % | 5.00% |
|---|---|---|
| **Credit Loss** | Replace Amount | 2500000 |
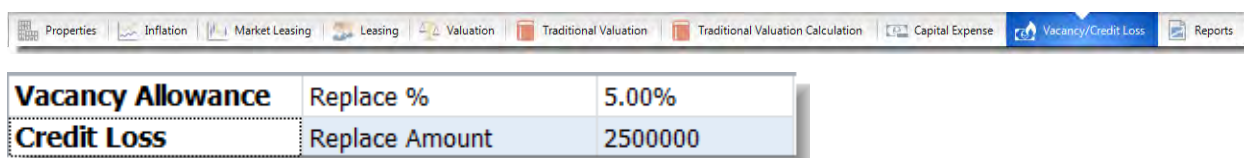
See Also: General Vacancy
Credit Loss

### Top Grid

### Vacancy Allowance

You can make changes to the amount for the sensitivity analysis. Choose from the following:

- **No Change:** If you select this option, vacancy allowance rates will not be changed.
- **Increment %:** If you select this option, you will be allowed to increment vacancy allowance rates by entering a percentage.
- **Replace %:** If you select this option, you will be allowed to replace vacancy allowance rates by entering a percentage.
- **Increment Amount:** If you select this option, you will be allowed to increment vacancy allowance rates by entering an amount.
- **Replace Amount:** If you select this option, you will be allowed to replace vacancy allowance rates by entering an amount.

### Credit Loss

You can make changes to the amount for the sensitivity analysis. Choose from:

- **No Change:** If you select this option, credit loss will not be changed.
- **Increment %:** If you select this option, you will be allowed to increment credit loss by entering a percentage.
- **Replace %:** If you select this option, you will be allowed to replace credit loss by entering a percentage.
- **Increment Amount:** If you select this option, you will be allowed to increment credit loss by entering an amount.
- **Replace Amount:** If you select this option, you will be allowed to replace credit loss by entering an amount.

### Apply/Reset

Select the **Apply** button to save changes you have made or the **Reset** button to restore records without applying updates.

## Apply Updates Between

Select start and end years for the period you want to apply updates to. You may select years in the pick lists. Note you may not select a year earlier than the analysis start year or later than the analysis end year.

## Copy Across

Select this option if you want an update to be automatically copied across all the years in the grid.

# Property Name

This grid displays the changes you made in the top portion of the window.

## External ID

Displays the external ID.

## Analysis Begin

Displays the date that the analysis begins.

## Vacancy Allowance/Credit Loss

Displays the selection made for the vacancy allowance.

## Calculation Method

Displays the selection made for the calculation method.

## Calculation Month

Displays the selection made for the calculation month.

## Years (Un-labeled)

These columns display the years of the analysis.

# Excel4ADW (Add-In)

## ARGUS Enterprise XL4ADW Add-In: Getting Started

Navigation: **Excel>Ribbon>Connection>Connect to AE>Choose Connection>Manage Connections**.

Confirm with your Administrator that you have access to XL4ADW. For information on how to setup and use XL4ADW, download the XL4ADW User Guide at the ARGUS Enterprise Downloads site: **https://argus.altusgroup.com/argus-enterprise-downloads/.**

# Business App Toolkit

## Purpose

The Business App Toolkit is a module within ARGUS Enterprise that enables you to quickly see reports that include both personalized views of information from ARGUS Enterprise and information from other sources.

 You can use the Business App Toolkit to:

- Combine property level information and calculated results from ARGUS Enterprise and multiple sources in order to produce property-level reports.
- Combine portfolio level information and calculated results from ARGUS Enterprise and multiple sources in order to produce portfolio-level reports.
- Import forms and data sets from the Business App Toolkit and edit them within ARGUS Enterprise.
- Customize ARGUS Enterprise using Internet Explorer.

See Also: Web Form Integration
Repertoire Reports
Custom Reports

Custom Repertoire Reports

# Backstage Area

# Administration: Managing Connections

**Navigation: File>Connect**

## Purpose

Configure connection settings.



## Connection Options

Click **Connect** to use pre-configured settings.

- Click **New Connection** to select the server type in the pick list.

- Click **Edit Settings** to make changes to the connection.

- Click **Delete Connection** to delete the selected connection.

## Adding a Workstation Connection

If your databases are hosted on your company's server, use **Workstation Connection.**

1. Click **Connect**.

Result: The Manage Connections popup appears.

2. Click **New Connection.**

3. Click **Workstation Connection** in the pick list.

Result: SQL Server Connection popup appears.

4. Type/select information for:

- Administration

- Settings

5. Click **Test Connection.**

6. If the test **succeeds**, click **OK.**

7. If the test **fails**, review the connection information and click **Test Connection.**

8. Click **Connect** on the Manage Connections popup.

## Adding a Client-Server Connection

If your databases are stored on an ARGUS server, click **Client-Server Connection.**

1. Click **Connect**.

Result: The Manage Connections popup appears.

2. Click **New Connection.**

3. Click **Client-Server** in the pick list.

Result: The ARGUS Enterprise Server Connection popup appears.

4. Type/select information for:

• Administration

• Settings

5. Option: If using Argus On Demand, select **Argus On Demand (AOD) Connection.** If not, do not fill out the fields under this option.

6. Click **OK.**

7. Click **Connect** on the Manage Connections popup.

## Adding an ARGUS On Demand Connection

If you are an AOD user with either a Workstation or Server installation of ARGUS Enterprise, then you can connect to your AOD database through the ARGUS On Demand Connection.

**Before Getting Started: Confirm that your ARGUS On Demand subscription is active.**

1. Click **Connect**.

Result: The Manage Connections popup appears.

2. Click **New Connection** and select **ARGUS On Demand Connection**.

3. Type the **User ID/Password**.

Option: Click the **Click here** hyperlink to reset your AOD password.

Note: If you see a popup that reads **Incompatible Database Version,** continue to the procedure **Fix Incompatible Database Version for ARGUS On Demand Connection.**

4. Click **OK**.

Option: Click **Delete Connection** to delete this AOD connection and click **Yes** in the Delete Connection Settings popup.

Note: You must sign in each time to connect to AOD via ARGUS Enterprise.

## Fix Incompatible Database Version For ARGUS On Demand Connection

When you sign, if you  see a popup that reads **Incompatible Database Version,** follow the procedure below:

1.  Click **Download**.

Result: A web browser opens with the AOD login page.

2.  Login to your AOD account.

3.  Install the newer version of ARGUS Enterprise.

4.  Sign in to AOD via the AE Manage Connections popup in order to access your database.

## Adding an ARGUS Cloud Connection

If you have ARGUS Cloud credentials, follow the steps below to create your connection.

1.  Click **Connect**.

Result: The Manage Connections popup appears.

2.  Click **New Connection** and select **ARGUS Cloud Connection**.

3.  Type the **User ID/Password**.

4.  Click **OK**.

Option: Click **Delete Connection** to delete this ARGUS Cloud connection and click **Yes** in the Delete Connection Settings popup.

Note: You must sign in each time to connect to ARGUS Cloud.

## Linked Connections: On-Premises and ARGUS Cloud

See, Getting Started with ARGUS Cloud.


For more information on connection types, view the Installation Guides on our downloads page: **https://argus.altusgroup.com/argus-enterprise-downloads/**

# Recent Properties

Navigation: **File>Recent Properties**

Note: This tab is hidden when accessing ARGUS Enterprise via ARGUS On Demand.

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can view recent properties from both locations. Only properties opened from linked On-Premises or ARGUS Cloud databases display location information.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

You can quickly access properties recently opened in ARGUS Enterprise.

• Directly open an .AVUX file in ARGUS Enterprise from a location in your hard drive/network.

• Open property models that are not connected to a portfolio/scenario.

• Pin/Unpin a property from the Previously Opened list.
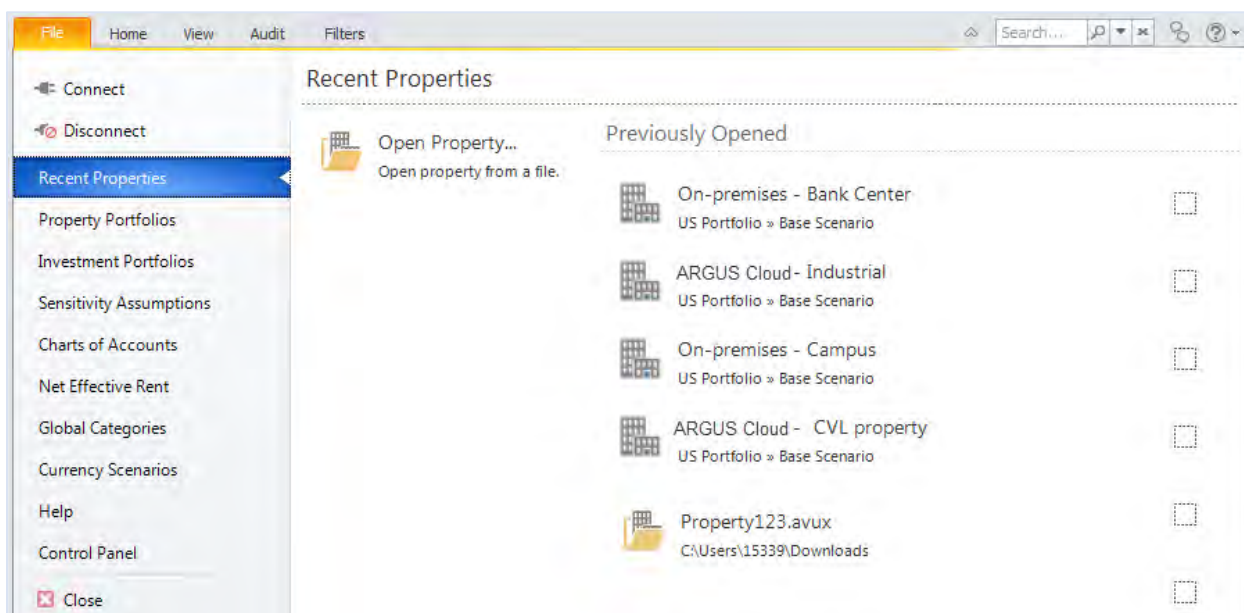


### Recent Properties

| Column | Description | Notes |
|---|---|---|
| **Recent Properties** | **Open Property:** Click this button to open an. AVUX file from a location on your machine/network. The property model opens in the Property Editor. | **See Also:** Importing a Property<br><br>If you open a file that has restricted permissions, you can open/save the file to a new location and have full permissions when you reopen it. |

| **Previously Opened** | Hover over and click a property model to open it from a portfolio or a location on your machine/network.<br><br>**Pin:** Click ⬚ in the far right column to pin a file to the list. The icon changes to 📌.<br><br>**Unpin (Default):** Click 📌 in the far right column to unpin a file from the list. The icon changes to ⬚. | **Labels**<br><br>• Database properties display the property name, portfolio and scenario. For **ARGUS Cloud** users, the location appears in front of the property name.<br><br>• .AVUX properties display the property name and file location.<br><br>**List**<br><br>• The property most recently opened appears on the top of the list.<br><br>• Maximum of ten properties (most recently edited, saved and closed) display in this list.<br><br>**Warning Message**<br><br>If you move/delete the file from its location, clicking its icon displays the message, "Property has been removed" and removes the icon from the list. |
|---|---|---|

See Also: Open an AVUX File with Multiple Properties
Save Changes in a Property Model

# Property Portfolios

Navigation: **File>Property Portfolios**

[Open Portfolio](#)
[Create New Portfolio](#)
[Import Portfolios](#)
[Duplicate Portfolio](#)
[Delete Portfolio](#)
[Refresh](#)

## ARGUS Cloud

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

For more information, see Getting Started with ARGUS Cloud.

## Purpose

In ARGUS Enterprise, portfolios are collections of properties to which you can apply various scenarios. Once you have created a portfolio, you will add properties to it. Keep in mind that any changes you make to a portfolio will be saved. Therefore, once you have created the initial portfolio, it is a good idea to duplicate that portfolio and make changes to the copy. That way, you will be able to access the original portfolio should you want to apply different conditions and criteria.



## Property Portfolios

This section lists the commands you can use for property portfolios.

## Portfolio grid

Some fields can also be edited in Portfolio Details. You can sort and filter all columns.

| Field | Function |
|-------|----------|
| Location | For **ARGUS Cloud** users, the location displays where the portfolio is stored. |
| Name | The current name of the portfolio. |
| Description | The current description of the portfolio. |
| Chart of Accounts | The name of the Chart of Accounts, if one was attached to the portfolio, either when the portfolio was created or in the Portfolio Details tab.  A different Chart of Accounts **cannot be selected** after the portfolio is saved. |
| Template | A checked **Template** box identifies the portfolio as a template.<br><br>The **Is Template** setting cannot be changed after the portfolio is saved. |
| Status | The checked in/checked out status of the portfolio. |
| Checked Out By | The user name of the person who has checked out the portfolio. |
| Creation Date | The date the portfolio was created. |
| Assigned User | The user name of the person assigned to update the portfolio. |

## Scenario

The Scenario section lists the scenarios that exist within the selected portfolio.  To select a scenario, choose it from the pick list before you open the portfolio.

### Scenario pick list

Some fields can also be edited in **Portfolio Details>Current Scenario Details**. You can sort and filter all columns.

| Field | Description | |
|-------|-------------|--|
| Name | The current name of the scenario. | |
| Description | The current description of the scenario. | |
| Default Currency | Lists the current default currency associated with the scenario. | |
| Property Assets | The total number of properties in the scenario. | |
| Base | Checked box identifies the scenario as the base scenario. | |

## Properties

**Always display properties:** Select/deselect this option to show/hide your list of properties.

## Properties Grid

Double click on a property to open it in the **Home>**Property Description **tab**. You can sort and filter all columns.

| Field | Function | |
|-------|----------|---|
| **Name** | The current name of the property. | |
| **External ID** | The current external ID for the property. The external identification number can be edited and is a critical identifier when linking the property to other information sources. | |
| **Label** | Type/select a label for the property and press **Ctrl + S** to save it for your next session. You can use labels to set up a folder structure with unique naming conventions that are independent of Global Classifications. | |
| **Description** | The current description of the property. | |
| **Property Type** | Displays the property type selected in the Description tab>Property Type field. | |
| **Status** | The checked in/checked out/archived status of the property. | |
| **Checked Out By** | The name of the user who has checked out the property. | |

## Open Portfolio

Open the selected portfolio.

1. Select the **portfolio** by name in the Portfolio grid on the right.

2. Click **Open Portfolio**.

Result: The portfolio opens at the properties grid.

## Create New Portfolio

Create an empty portfolio.

1. Click **File>Property Portfolios>Create New Portfolio**.

Result: The Create New Portfolio popup appears.

2. Type a **name** and a **description**.

3. Option: Select a **Chart of Accounts**. To link a Chart of Accounts to the portfolio, select one from the pick list.

Note: A different Chart of Accounts **cannot be selected** after the portfolio is saved.

4. Select/confirm the **Assigned User,** the person assigned to update the portfolio.

5. Click **Is Template** to create the portfolio as a property template.

Note: The Is Template setting **cannot be changed** after the portfolio is saved.

Result: The new template displays in the portfolio view.

6.   For **ARGUS Cloud** users, select which location to save the created portfolio: **On-Premises** or **ARGUS Cloud**.

Note: When connected to only one location, the disconnected location is grayed out.

7.   Click **OK**.

Result: The new portfolio displays in the Home tab.

## Import Portfolios

Create Portfolios from CVL files.

1.   Click **Import Portfolios**.

Result: Windows Explorer opens.

2.   Select the **CVL file** you want to import.

3.   For **ARGUS Cloud** users, select which location to import the portfolio: **On-Premises** or **ARGUS Cloud**.

Note: When connected to only one location, the portfolio automatically imports to current connection.

4.   Click **Open**.

Result: The Import CVL Files progress popup appears.

5.   Click **Close**.

Result: The portfolio imports into ARGUS Enterprise.


**See Also:** Import DCF files based on your System Settings.

## Duplicate Portfolio

Duplicate selected portfolio and content.

1.   Go to **File>Property Portfolios**.

2.   Select the **portfolio**.

3.   Click **Duplicate Portfolio**.

Result: The Copy Portfolio popup appears.

4.   Type a new **name**.

Option: **Retain all existing User and Group rights when copying.**

Option: Select **Copy calculated results**.

5.   For **ARGUS Cloud** users, select which location to save duplicate: **On-Premises** or **ARGUS Cloud**.

Note: When connected to only one location, the disconnected location is grayed out.

6. Click **Finish**.

Result: The Copy Portfolio progress popup appears.

7. Click **Close**.

Result: The new Portfolio appears in the Property Portfolios  grid.

## Delete Portfolio

Permanently delete selected portfolio and content:

- Deleting a portfolio will permanently delete all scenarios and properties

- You cannot delete an open portfolio

1. Go to **File>Property Portfolios**.

2. Select the **portfolio**.

3. Click **Delete Portfolio**.

Result: The delete portfolio warning popup appears with a list of scenarios and number of assets in the portfolio.

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

Result: The Delete Portfolio progress popup appears.

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

Result: The portfolio and all of its contents is permanently deleted.

## Refresh

1. Go to **File>Property Portfolios**.

2. Click **Refresh**.

Result: Refreshes the screen with recent changes you have made to portfolios.

# 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
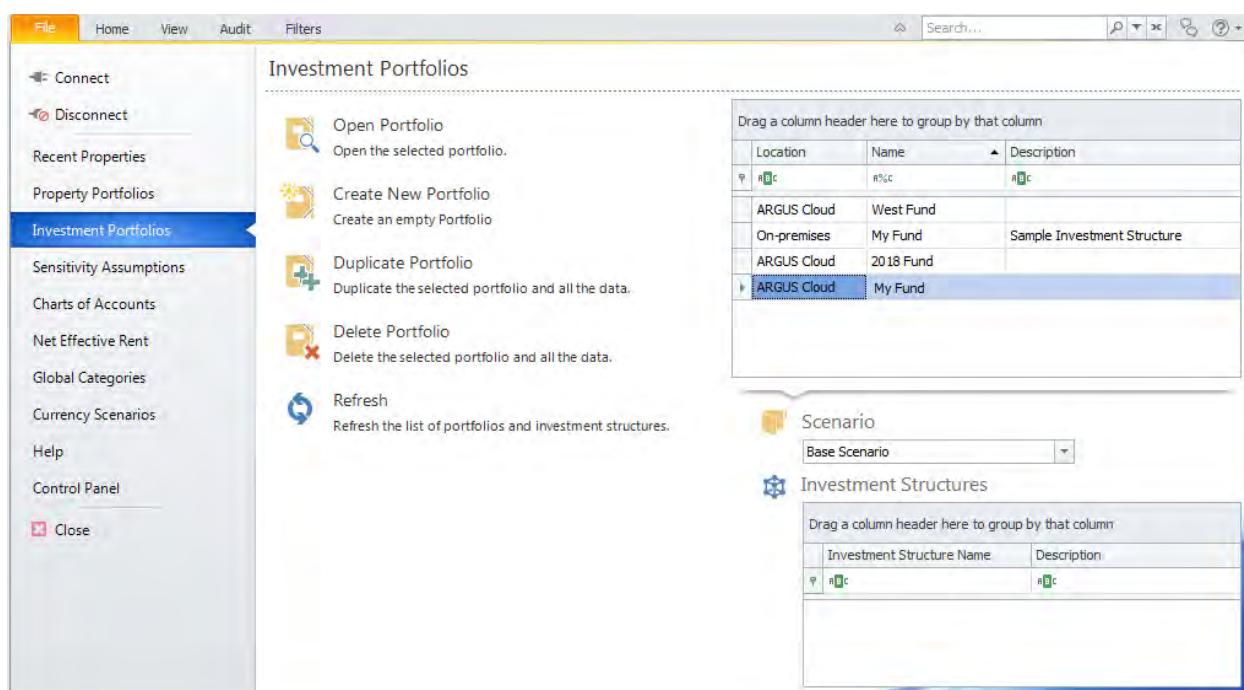
## Open Portfolio

**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.

<span style="color:red">Warning</span>: 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.

# Sensitivity Assumptions

**Navigation: File>Sensitivity Assumptions**

**Navigation: Open Portfolio>Home Ribbon>Sensitivity Analysis>Sensitivity Assumptions**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can view Sensitivity Assumptions from both locations. When connected only to one location, only assumptions from the connected location display. A **Location** column displays to indicate where the assumptions are stored.

For more information, see Getting Started with ARGUS Cloud.

Topic Quick Links:

Open Sensitivity Assumptions

Create a New Sensitivity Assumptions Set

Duplicate Sensitivity Assumptions

Delete Sensitivity Assumptions

Refresh

Print/Export Assumption Sets

Matrix Builder

Sensitivity Matrix

Apply a Sensitivity Assumption to a Scenario

## Purpose

In Sensitivity Assumptions you can create filters, make adjustments to assumptions and save them as a set.

Note: If you are new to Sensitivity Assumptions, see Getting Started with Sensitivity Analysis.



### Permissions

Your access to Sensitivity Assumptions depends on your license and permission level:

• **Basic:** Open a shared assumption set.

• **Run and Create:** Open/create/copy assumption sets.

• **Highest:** Access **Basic** and **Run and Create** rights and **share/unshare**.

## Assumption Set Options

You can run an Assumption Set against any scenario. You can:

• Create a brand new set

• Use an existing set as a template

• Amend an existing set

• Create adjustments to assumptions to create a unique assumption set

## Sensitivity Assumptions

**Navigation: File>Sensitivity Assumptions**

### Functions

| Name | Procedure | Notes |
|------|-----------|-------|
| **Open Sensitivity Assumptions** | There are two ways to open a previously saved Sensitivity Assumptions set:<br><br>**Method 1**<br>1. Go to File>Sensitivity Assumptions.<br><br>2. In the grid, double click an Assumption Set.<br><br>Result: The Assumptions Set Options screen displays.<br><br>**Method 2**<br>1. Go to **Portfolio>Properties>Ribbon>Sensitivity Assumptions.**<br><br>2. Select an existing **Assumption Set.**<br><br>3. Click **OK.**<br><br>Result: The Assumptions Set Options screen displays. | For a Valuation Timing option, you must open your Assumptions set from the Properties ribbon. |
| **Create New Sensitivity Assumptions** | **Before you begin:** Open a portfolio and go to the Ribbon>Sensitivity Analysis.<br><br>1. Click **Sensitivity Assumptions**.<br><br>Select **Create New Sensitivity Assumptions.**<br><br>Result: The Sensitivity Assumption Set Options screen displays.<br><br>2. Type/select **Name** and **Description**.<br><br>Note: Classification auto-populates the username.<br><br>Option: Click **Shared** to make it a shared set. | When **ARGUS Cloud** users are connected to only one location, the location drop down is disabled and set to the current connection. |

| | |
|---|---|
| | Option: Select Show Blank Rows. |
| | 3.   Type/select a date for **Apply assumption from** and type the number of **years** for the analysis timing. |
| | 4.   In the bottom grid, select a calculation method in the **Action** pick list: |
| | • Increment |
| | • Replace |
| | • % of current value |
| | 5.   Type the **adjustment value** in the **Amount** column. |
| | Note: Click on the left side arrows to expand/collapse Header sections for customized viewing. |
| | 6.   Type/select a **PV/IRR Date** and **Discount interval**. |
| | Reminder: For a Valuation Timing option you must open your Assumptions set from the **Portfolio>Properties** ribbon. |
| | 7.   Select a **Valuation Date**. |
| | Note: You must enter a Valuation Date if you select either **Calculate Traditional Valuation KPIs** or **Calculate Present Value KPIs**. |
| | 8.   Options: |
| | • Select **Calculate Traditional Valuation KPIs** to see Traditional Valuation KPIs on the KPI Detailed Results screen. |
| | • Select **Calculate Present Value KPIs** to see Present Value KPIs on the KPI Detailed Results screen. |
| | • Select **Calculate Debt Value KPIs** to see Debt Value KPIs on the KPI Detailed Results screen. |
| | 9.   Click Ribbon>Data>**Save** to save the assumption set. |
| | Option: Click **Save As** to change the classification (user name) and/or assumptions name. |
| | Result: Save Assumptions popup appears. **Classification** displays and type **New Assumptions Name**. |

| | 10. For **ARGUS Cloud** users connected to both locations, select one the following **Location** options from the drop down to decide where to save assumptions:<br><br>• **Both:** Saves two copies of the assumption in each location.<br><br>• **On-Premises**<br><br>• **ARGUS Cloud** | |
|---|---|---|
| **Duplicate Sensitivity Assumptions** | Make a copy of a Sensitivity Assumption.<br>1. Go to **File>Sensitivity Assumptions.**<br>2. Select an **Assumption Set.**<br>3. Click **Duplicate Sensitivity Assumptions**.<br>Result: Copy Sensitivity Assumptions popup appears.<br>4. Type a **New Sensitivity Assumptions Name**.<br>Option: Type a network/username to **Assign Classification**.<br>5. For **ARGUS Cloud** users connected to both locations, select one the following **Location** options from the drop down to decide where to save assumptions:<br><br>• **Both:** Saves two copies of the assumption in each location.<br><br>• **On-Premises**<br><br>• **ARGUS Cloud**<br>5. Click **Finish**.<br>6. Confirm the duplicate assumption set is listed in the grid. | When **ARGUS Cloud** users are connected to only one location, the location drop down is disabled and set to the current connection. |
| **Delete Sensitivity Assumptions** | Delete a Sensitivity Assumption no longer in use.<br>1. Go to **File>Sensitivity Assumptions**<br>2. Select an **Assumption Set.**<br>3. Click **Delete Sensitivity Assumptions**.<br>Result: The Confirm Delete popup appears.<br>4. Click **Yes**. | |
| **Refresh** | Click **Refresh** to get the most up-to-date changes to the database. | |

## Assumptions Set

**Navigation: File>Sensitivity Assumptions>Select an Assumption Set>Open Sensitivity Assumptions**

Note: The ribbon is dynamic and may change based on your selections.

For more information see Getting Started with Sensitivity Analysis.



Note: To access **full Ribbon functionality**, go to **Open Portfolio>Bottom Ribbon>Properties>Ribbon>Sensitivity Analysis>Sensitivity Assumptions>Select an Assumption Set>Click OK**

## Functions

| Name | Procedure | Notes |
|------|-----------|-------|
| **Add Filter** | Add filters so that changes only apply to properties with selected conditions. 1. Click **Add Filter** in the Ribbon. Option: Right click on the name and select **Add Filter**. Result: Assumption Set Filter popup appears. 2. Type a **Filter Name**. 3. Click **And+** to set up conditions. 4. Click the blue hyperlink to select a **property item**. 5. Click the green hyperlink to select a **mathematical relationship**. 6. Click the gray hyperlink to type a value. Option: Click the **X** to remove the condition. 7. Click **show properties** (that meet the filter criteria). Result: Only filtered properties display. 8. Click **OK**. Result: The added filter column displays in the Lower Grid. 9. Click **Ribbon>Save**. | |
| **Delete Filter** | You can delete filters that were previously created. | |

| | | |
|---|---|---|
| | 1.  Click on a cell in the filter you want to delete.<br><br>2.  Click **Ribbon>Data>Delete Filter** in the Ribbon.<br><br>Result: Confirm Delete popup appears.<br><br>3.  Click **Yes** to delete the selected filter.<br><br>Result: The deleted filter is removed from the grid. | |
| **Duplicate Filter** | You can duplicate filters that were previously created.<br><br>1.  Click on a cell in the filter you want to duplicate.<br><br>2.  Click **Ribbon>Data>Duplicate Filter** in the Ribbon.<br><br>Result: The new copy of the filter displays to the far right in the Lower Grid. | |
| **Edit Filter** | You can make changes to filters that were previously created.<br><br>1.  Click on a cell in the filter you want to edit.<br><br>2.  Click **Ribbon>Data>Edit Filter** in the Ribbon.<br><br>3.  Edit **Filter Name** and/or **Filter Criteria**.<br><br>4.  Click **Show Properties**.<br><br>5.  Click **OK**.<br><br>Result: The edited filter column displays in the lower grid. | |
| **Save** | Click **Ribbon>Data>Save** to save the current Assumption Set with any recent changes. | |
| **Save As** | Save as a new Assumption Set.<br><br>1.  Click **Ribbon>Data>Save As.**<br><br>Result: The Save Assumptions popup appears.<br><br>2.  Type a **New Assumptions Name**.<br><br>3.  For **ARGUS Cloud** users connected to both locations and creating a new assumption, select one the following **Location** options from the drop down to decide where to save assumptions: | When **ARGUS Cloud** users are connected to only one location:<br><br>•   The **Location** drop down is disabled and set to the current connection.<br><br>•   The **Select an Assumption to** |

| | | |
|---|---|---|
| | • **Both:** Saves two copies of the assumption in each location.<br><br>• **On-Premises**<br><br>• **ARGUS Cloud**<br><br>Option: Select **Overwrite Existing Assumption** and select an assumption from the drop down.<br><br>4.   Click **OK**. | **Overwrite** list displays assumptions based on the current connection. |
| **Show Matrix Builder** | Design what the Matrix displays.<br><br>1.   Click **Ribbon>Data>Show Matrix Builder**.<br><br>Result: The Matrix Builder displays.<br><br>Option:  Select **Show Blank Rows** to display empty rows in the grid.<br><br>2.   Type/select a **PV/IRR Date**.<br><br>3.   Type/select a **Discount Interval**.<br><br>4.   Type/select a **Valuation Date**.<br><br>Option: Calculate Traditional Valuation KPI.<br><br>Option: Calculate Present Value KPIs.<br><br>Option: Calculate Debt Value KPIs.<br><br>5.   Type a title for the **Horizontal/Vertical** axes.<br><br>6.   Click the up/down arrows for axes direction.<br><br>7.   Type/select the **No. of Steps**.<br><br>Option: Click Matrix **Axes>No. of Steps>Reverse Values** to reverse the values for **No. of Steps**.<br><br>8.   Select a **Step Type**, **Step Amount/Percentage**, and **Axis** for each value in the grid.<br><br>Option: Change the order of the grid sections by right clicking a section header and selecting **Move to Top**, **Move Up**, **Move Down**, or **Move to Bottom**. | **Example**<br><br>If you predict **Market Rental Rates** for new tenants are going to increase three years from now by 6% over today's rates, you would:<br><br>1.   Use the **Matrix Builder** to create an **Assumption Set** that includes this predicted 6% increase.<br><br>2.   Apply this **Assumption Set** to the **Sensitivity Matrix.**<br><br>3.   See how this adjustment changed your **KPIs.**<br><br>4.   Compare the **original and adjusted scenarios** (today's/tomorrow's rates) in the **Detailed Results** screen. |
| **Refresh** | You can discard changes made since the last save.<br><br>1.     Click **Ribbon>Data>Refresh**.<br><br>Result: The Pending Changes popup appears.<br><br>2.     Click **Yes**. | |

| | | |
|---|---|---|
| | Result: Matrix Builder changes revert back to default settings.<br><br>Option: Right click on the matrix grid column for a popup. Select **Clear All** to clear the values but leave the assumption set values and top options as they are. | |
| **Show Results** | 1. Deselect **Ribbon>Data>Show Matrix Builder** if it is checked.<br><br>2. Click **Ribbon>Actions>Show Results.**<br><br>Result: The Calculate Sensitivity Task Progress popup appears.<br><br>3. Wait until the job completes at **100%**. | **Show Results** is only available if the assumption set is attached to a scenario. |
| **Show Matrix** | You can show the Matrix and the results.<br><br>1. Click **Ribbon>Actions>Show Matrix Builder**.<br><br>2. Click **Show Results** in the Ribbon.<br><br>3. Wait until the Task Progress popup completes 100%.<br><br>4. Click **Close**.<br><br>Result: The Matrix Results screen displays.<br><br>Option: Click **Ribbon>Actions>Back** to return to the Matrix Options screen.<br><br>5. Click **Print**.<br><br>Result: The print popup appears.<br><br>6. Click options:<br><br>• Print the Grid<br><br>• Print the Chart<br><br>• Print Both Grid and Chart<br><br>7. Close Print Preview to close the popup<br><br>Print Result: The print window appears. You have options to print, change margins, save and zoom in and out. | |
| **Apply to Scenario** | There are two methods to open a previously saved Sensitivity Assumptions set:<br><br>**Apply an Assumption set to a previously created scenario**<br><br>1. Open a **portfolio**. | The Apply to Scenario button is not available if you are working in a property filter. |

| | | |
|---|---|---|
| | 2. Click the **Properties** tab.<br><br>3. Click **Sensitivity Assumptions** in the Ribbon.<br><br>Result: A pick list appears.<br><br>4. Select **Use Existing Assumption set**.<br><br>5. Select an **assumption set**.<br><br>6. Click OK.<br><br>7. Click **Ribbon>Actions>Apply to Scenario**.<br><br>Result: The Apply Assumptions popup appears.<br><br>8. Click **Save as New Scenario**.<br><br>Option: Click **Overwrite Existing Scenario** to apply these changes to the base scenario.<br><br>Warning: This updates all properties in the current scenario.<br><br>9. Type a new scenario name.<br><br>10. Click **OK**.<br><br>11. Wait until the Task Progress popup completes 100%.<br><br>Option: Click **Job Details** to view/export them.<br><br>12. Click **Close**. | |
| **Print Assumption Set Summary Report** | You can print a summary of the Assumption Set.<br><br>1. Click **Ribbon>Print & Export>Print**.<br><br>Result: The Assumption Set Summary Report popup appears.<br><br>2. Click any print options in the Document, Print, Page Setup, Navigation, Zoom or Export sections in the Ribbon.<br><br>3. Click **Ribbon>Print>Print**.<br><br>Result: The Print popup appears.<br><br>4. Select any options and click **Print**. | |
| **Export** | Not available for this screen. | |

## Sensitivity Matrix

The Sensitivity Matrix allows you to apply potential trends against portfolios/classes of property rather than make smaller adjustments to individual properties.

### Key Features

The Sensitivity Matrix allows you to:

- Create a new scenario from an existing scenario.

- Pick which variables vary.

- Show variances incrementing up/down.

- Select the size of the step of the variances.

- Show impacts of changing the scenario.

### Legend

- Red X=Hard Breaches

- Yellow Bar=Soft Breaches

- Green Arrow=Improvement

- Hard Covenant Breaches Counter=Number of Properties with Hard Breaches

- Soft Covenant Breaches Counter=Number of Properties with Soft Breaches

### Display Options

Select the KPIs to Display.

Option: Select **Show Steps** to display the adjustment steps.

Option: Click **Original Base/Adjusted Base** to show the adjusted base scenario/original base scenario.

Option: Click **Relative Variances/Absolute Variances** to show adjustments as percentages/amounts compared with the base scenario.

### Functions

| Name | Procedure | Notes |
|------|-----------|-------|
| **Show Detailed Results** | You can show the detailed results for the KPIs selected. <br><br> 1.  Click **Ribbon>Actions>Show Detailed Results**. <br><br> Result: Detailed Results screen displays. <br><br> Option: Click **Variance>Relative Difference/Absolute Difference** to show adjustments as a percentage/amount compared with the base scenario. | **Upper Portion** <br><br> Review the comparisons based on your selections for KPIs to Display: <br><br> • Show Traditional Valuation KPIs <br><br> • Present Value KPIs <br><br> • Debt KPIs <br><br> **Legend** |

| | | |
|---|---|---|
| | 2.  Review the Scenario: Name (Amounts in currency). | • Gray lines=no loan attached |
| | Option: Click **Show Traditional Valuation KPIs/Present Value KPIs/Debt KPIs** to display them in the grid. | • Yellow icons=Soft Covenant Breaches |
| | Option: If there is a covenant breach, you can double click the cell to view the Covenant Breach report. | • Red icons=Hard Covenant Breaches |
| | Option: You can change which cashflows are displayed by clicking the check boxes to the right of the graph. | • Orange Bars=No Change |
| | | • Green Triangles=Increase |
| | | **Lower Graph** |
| | | Hover over the graph to compare the original/adjusted values for: |
| | | • Original NOI |
| | | • Adjusted NOI |
| | | • Original Cash Flow Before Debt |
| | | • Adjusted Cash Flow Before Debt |
| | | • Original Cash Flow Available for Distribution |
| | | • Adjusted Cash Flow Available for Distribution |
| **Covenant Breach Report** | **To view the report:**<br><br>1.  Create a Sensitivity Assumption.<br><br>2.  Click **Ribbon>Show Results**.<br><br>3.  Click the hyperlink next to a **Debt KPI**.<br><br>Note: If no hyperlink shows, an Administrator must assign you permission to view the **Covenant Breach Reporting** popup at **Control Panel>Roles>Permission>Sensitivity>View Covenant Breach.**<br><br>Result: The **Covenant Breach Reporting** popup appears. | **See Also:** Covenants |

| | | |
|---|---|---|
| **Apply to Scenario** | There are two methods to open a previously saved Sensitivity Assumptions set:<br><br>**Apply an Assumption set to a previously created scenario**<br><br>1.  Open a **portfolio**.<br><br>2.  Click the **Properties** tab.<br><br>3.  Click **Sensitivity Assumptions** in the Ribbon.<br><br>Result: A pick list appears.<br><br>4.  Select **Use Existing Assumption set**.<br><br>5.  Select an **assumption set**.<br><br>6.  Click OK.<br><br>7.  Click **Ribbon>Actions>Apply to Scenario**.<br><br>Result: The Apply Assumptions popup appears.<br><br>8.  Click **Save as New Scenario**.<br><br>Option: Click **Overwrite Existing Scenario** to apply these changes to the base scenario.<br><br>Warning: This updates all properties in the current scenario.<br><br>9.  Type a new scenario name.<br><br>10. Click **OK**.<br><br>11. Wait until the Task popup completes 100%.<br><br>Option: Click **Job Details** to view/export them.<br><br>12. Click **Close**. | |
| **Print Matrix Results** | You can print matrix results.<br><br>1.  Click **Ribbon>Print & Export>Print**.<br><br>Result: Print option popup appears.<br><br>2.  Select a print option:<br><br>• Grid<br><br>• Chart<br><br>• Both<br><br>3.  Print Preview popup appears. | |

| | Option: Select an print options in the Document, Print, Page Setup, Navigation, Zoom or Export sections of the Ribbon.<br><br>4. Click **Print**.<br><br>Result: The Print Wizard popup appears.<br><br>5. Make any selections and click **Print**.<br><br>Result: The results print to the selected printer. | |
|---|---|---|
| **Export Matrix Results** | You can export matrix results.<br><br>1. Click **Export**.<br><br>2. Select a file format:<br><br>• Microsoft Excel<br><br>• Microsoft Excel (XLSX)<br><br>• HTML Document<br><br>• Adobe Acrobat Document | |

See Also: Quick Start Sensitivity Analysis

Getting Started Sensitivity

Batch Update

# Charts of Accounts

Navigation: **Ribbon>File>Chart of Accounts**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can see one merged list of Charts of Accounts from both locations. Charts of Accounts are global data and any changes made apply to both locations. When you connect to only one location, all buttons disable (except Refresh) and users can only view and apply Charts of Accounts to portfolios.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

- Map multiple general ledger accounts to a single cash flow account

- Access budget-level detail

- Map charts to reports

- Link charts to portfolios

- Assign cost codes and classifications

- Create mappings
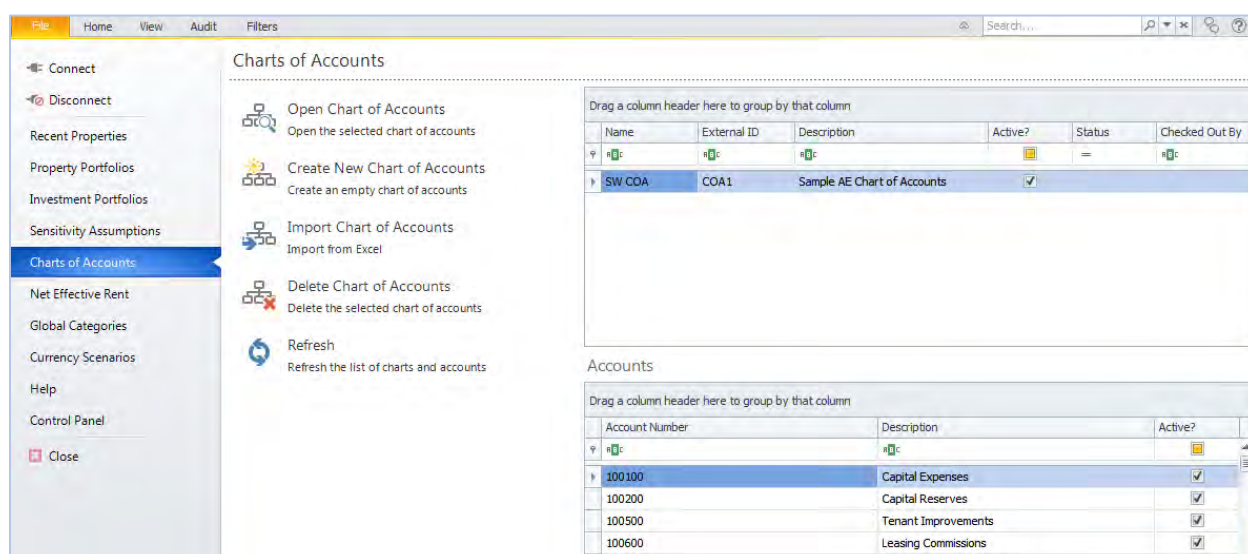


## Parameters

- Always update items that can be mapped from Detail to Header where the lowest level of detailed information is maintained.

- Only the Administrator is allowed to make changes to the chart and mapping.

See Also: Property Chart of Accounts

## Functions

| Manage Charts | Map Charts | Manage Accounts |
|---|---|---|
| Open Chart of Accounts<br>Create Chart of Accounts<br>Import Chart of Accounts<br>Export Chart of Accounts<br>Edit Chart Details | Map Accounts to Reports<br><br>Add Mapping (Map Between Charts)<br><br>Link Chart of Accounts to a Portfolio | Add Account<br><br>Delete Accounts |

## Chart of Accounts Structure

Displays three levels of detail:

- Parent/Header

- Cashflow/GL Account

- Job Costs

Standard filtering is available by Column Headers.

| Column | Description | Notes |
|---|---|---|
| **Account Number** | You can type/edit the account number.<br><br>Click the arrow next to the header account number to expand to the account and detail levels. | |
| **Level** | Read only. Displays the account level for the line item. | |
| **Description** | You can type/edit the description for the line item. | |
| **Class** | Select a class for the header line item:<br><br>**Expense**<br>**Revenue** | |
| **Line Item Type** | **Header Level:** You can select a line item type for the Header level items in the pick list.<br><br>**Account Level:** Account level items match the header level line item type selection and are read only. | Line item types in the pick list are grouped under Common and All. |

| Cost Code Type | Read only. Displays the cost code type based on its header level. | |
|---|---|---|
| **Account Permissions** | Click [...] to assign permissions to groups/users in the Record Security Setup window. | |
| **Active?** | Double click the checkbox to check/uncheck line items.<br><br>**Checked:** Makes the line item active.<br><br>**Unchecked:** Makes the line item inactive. | |

## Open Chart of Accounts

Navigation: **File>Charts of Accounts>Open Chart of Accounts**

## Create New Chart of Accounts

Navigation: **File>Chart of Accounts>Create New Chart of Accounts**

1.  Click **Create New Chart of Accounts**.

Result: The Create a New Chart of Accounts popup appears.

2.  Type a **Name, External ID** and **Description.**

Option: Click **Active** if the chart is to be in active use.

3.  Click **Finish**.

## Import Chart of Accounts

Navigation: **File>Chart of Accounts>Import Chart of Accounts**

### Before You Begin
Close the Excel spreadsheet before importing.

### Procedure

1.  Navigate to the **Excel file**.

2.  Click **Open**.

Result: The Select Worksheet popup appears.

3.  Select a **sheet** in **Select a sheet from the workbook**.

4.  Select which **columns to read from:**

• Chart Name

• External ID

• Chart Description

• Account Number

• Account Level

• Account Description

• Class

• Line Item Type

• Account Permissions

• Status

5.  Type a **number** in the **Enter which row to begin importing from** field.

Option: Select the **Import Permissions** checkbox.

6.  Click **Next**.

Result: The Chart Details popup appears.

7.  Click **Import as a new chart.**

8.  Type a **Chart Name, External ID and Description.**

Option: Click **Update an existing chart** and select the **Chart Name**.

9.  Click **Next**.

Result: The Review popup appears.

10. Verify the data to import then click **Finish**.

## Delete Chart of Accounts
Navigation: **File>Chart of Accounts>Delete Chart of Accounts**

## Refresh
Navigation: **File>Chart of Accounts>Refresh**

## Add Account
Navigation: **File>Chart of Accounts>Select Chart of Accounts>Open Chart of Accounts>Ribbon>Add Account**

**Before you begin:** Decide if you want to add a **Parent or Child Account**. If you wish to create a **Child Account**, the **Parent Account** number determines the selections in the **Line Item Type** field.

1.  Navigate to your **Chart of Accounts**.

2.  Click the **Add Account** button on the Home ribbon tab.

Result: The Add New Account popup appears.

3.  Select either:

• Parent Account: Disables the Parent Account field and enables the Account Number field. The number you type is assigned to the new Parent Account. When you are adding the first account in a new Chart of Accounts, Parent Account is automatically selected.

• **Child Account:** Enables the **Parent Account** and **Account Number** fields. Disables the **Class** field.

Option: Select the **Parent Account** in the pick list before you click **Add Account**. When you choose Child Account in the resulting popup, the Parent Account automatically selects and displays.

4.   Type the **Account Number.**

5.   Type a **Description**.

6.   Select a **Class**.

Note: Only available for Parent Account.

7.   Select a **Line Item Type.  T**he **Parent Account** number determines the selections in the **Line Item Type** field.

8.   Option: Select **Active**.

9.   Click **OK**.

Result: The popup disappears and the new account displays.

Note: Some line items can only have one mapped account.

## Delete Accounts from a Chart of Accounts

Navigation: **File>Chart of Accounts>Select Chart of Accounts>Open Chart of Accounts>Ribbon>Delete Accounts**

Warning: This action permanently deletes the selected chart of accounts.
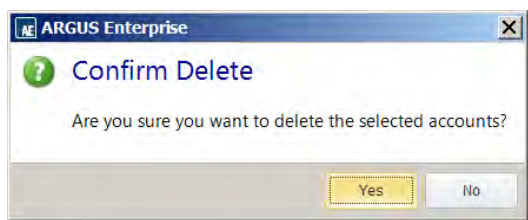


Click **Yes** to delete this chart of accounts or **No** to cancel this process.

## Map Accounts to Reports

Navigation: **File>Chart of Accounts>Select Chart of Accounts>Open Chart of Accounts>Ribbon>Map Accounts to Reports**

See Mapping Charts of Accounts to Reports for detailed information.

## Export Charts of Accounts

Navigation: **File>Chart of Accounts>Select Chart of Accounts>Open Chart of Accounts>Ribbon>Export Chart**

1.   Click **Export Chart**.

Result: Export Chart of Accounts popup appears.

2.   Click **Yes**.

3. Navigate to the **file location**.

4. Click **Save**.

## Check In/Out Chart

Controls which users can edit a Chart at any time.

Navigation: **File>Chart of Accounts>Select Chart of Accounts>Open Chart of Accounts>Ribbon>Check In/Out Chart**

Choose from:

• **Check In:** Makes the Chart available for editing to other users who have permission.

• **Check Out:** Makes the Chart unavailable for edits by anyone else until it is checked back in.

## Link a Chart of Accounts to a Portfolio

Link a Chart of Accounts to a specific portfolio in order to use the chart in ARGUS Enterprise.

### Link a Chart of Accounts to a New Portfolio

1. Go to **File>Property Portfolios>Create New Portfolio**.

2. Create a **new portfolio**.

Result: Create New Portfolio appears.

3. Select the chart name in the **Chart of Account** field.

Note: After you link a chart of accounts to a portfolio, you cannot link a different chart of accounts to this portfolio.

### Link Chart of Accounts to Existing Portfolio

1. Go to **Open a Portfolio>Bottom Ribbon>Portfolio Details**.

2. Select **Edit** in the Portfolio Details section.

3. Select a **chart name** in the **Chart of Account** field.

Note: After you link a chart of accounts to a portfolio, you cannot link a different chart of accounts to this portfolio.

# Net Effective Rent Definitions

Navigation: **File>Net Effective Rent>Net Effective Rent Definitions**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can see one merged list of Net Effective Rent Definitions from both locations. Net Effective Rent Definitions is global data and any changes made apply to both locations. Certain fields disable and users can only view and apply Net Effective Rent Definitions to scenarios when connected to only one location.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

Open Net Effective Rent Definition in the Net Effective Rent window allows you to select the components you want to include in the calculation of Net Effective Rent.

- Open Net Effective Rent Definition

- Create New Net Effective Rent Definition

- Delete Net Effective Rent Definition

- Refresh Net Effective Rent Definitions
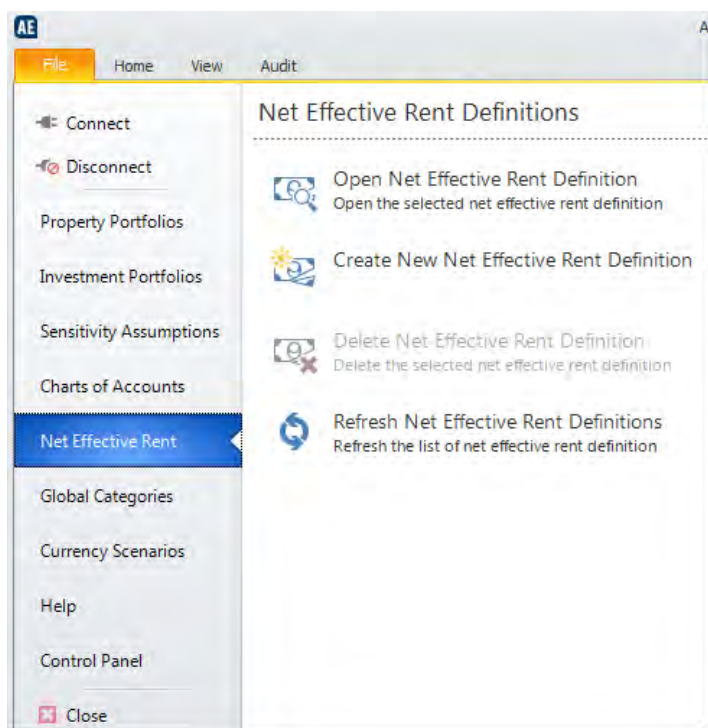
## Open Net Effective Rent Definition

1. Select a net effective rent definition under the Name column.

2. Click **Open Net Effective Rent Definition** and review the details.

## Create New Net Effective Rent Definition

**N**ote: For **ARGUS Cloud** users connected to one location, this button is disabled.

1. Click **Create Net Effective Rent Definition**.

Result: The **Create New Net Effective Rent Definition** popup appears.

2. Type a **name**.

3. Select any **Rent Components**.

Option: Select **Apply Discount Rate** to apply a discount rate to the selected rent components

4. Select an Annualization method:

**Use Equivalent Annuity:** States net effective rent as an annuity with an equivalent PV as the lease cash flow.

**Divide By Lease Term:** Annualizes net effective rent by dividing by the lease term.

5. Select an option for **Consider Rent until the earliest of Lease Expiration AND:**

**Earliest Tenant Break Option:** Includes the earliest tenant break option in the calculation.

**Open Market Rent Review:** Includes the next open market rent review in the calculation.

6. Click **OK**.

Result: The Net Effective Rent Definition displays in the Name column.

## Delete Net Effective Rent Definition

**N**ote: For **ARGUS Cloud** users connected to one location, this button is disabled.

1. Select a net effective rent definition under the Name column.

2. Click **Delete Net Effective Rent Definition**.

Result: The Confirm Delete popup appears.

3. Click **Yes**.

## Refresh Net Effective Rent Definitions

Click **Refresh Net Effective Rent Definitions**.

# Global Categories

Navigation: **File>Global Categories**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can see one merged list of Global Categories from both locations. All Global Categories are global data and any changes made apply to both locations. When connected to only one location, all category buttons disable and users can only apply Global Categories.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

The Global Categories section of ARGUS Enterprise allows you to create categories that can be used globally in the ARGUS Enterprise system.

See Also: Global Categories: Managing Inflation Indices
Global Categories: Managing Inflation Rates
Global Categories: Managing Classifications
Global Categories: Managing Currencies
Global Categories: Manage Interest Rates

# Global Categories: Managing Inflation Indices

Navigation: **File>Global Categories>Manage Indices**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can see one merged list of Inflation Indices categories from both locations. Inflation Indices categories are global data and any changes made apply to both locations. When connected to only one location, the **Manage Indices** button disables and users can only apply the available Inflation Indices categories to properties.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

**Manage Indices** in the Global Categories window of the Backstage Area allows system administrators to make changes to the inflation indices.

To create a global inflation index category, click **Add Record** on the Inflation Indices window.

**Warning:** Confirm that a Global Inflation Index is not in use before deleting. If you delete an index that is in use, the system keeps the rates, but you cannot edit the index until you recreate it. The system prompts you in the Inflation screen with a message, "This Global Category has been removed or has not been defined."



See Also: Inflation Indices

| Field | Description | Notes |
|---|---|---|
| **Name** | Type a name for the global inflation index. | The category name is the link between the global category and any usages of the category within individual properties. If you change the name of a global category, it no longer updates within any properties in which it has been used. In addition, if you change the name of a global category |

| | | |
|---|---|---|
| | | within an individual property, it is no longer linked to the global category. |
| **Date** | Type the date on which the corresponding inflation index is to take effect. | |
| **Amount** | Type the amount of the inflation index. | ARGUS Enterprise interprets your entry based on the selection in the Units field. |
| **Units** | **Index Value:** Interprets the entry in the Amount field as an index value. The inflation calculates by taking the difference in index values between one date and the next. **Percent Increase:** Interprets the entry in the Amount field as an percentage increase. | |
| **Repeat Last Percentage** | **Checked:** Indicates that inflation increases by the last inflation percentage. **Unchecked:** Indicates that inflation does not increase by the last inflation percentage. | |

# Global Categories: Managing Inflation Rates

Navigation: **File>Global Categories>Manage Inflation Rates**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can see one merged list of Inflation Rates categories from both locations. Inflation Rates categories are global data and any changes made apply to both locations. When connected to only one location, the **Manage Inflation Rates** button disables and users can only apply the available Inflation Rates categories to properties.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

Allows system administrators to set inflation rate categories that apply to all properties within ARGUS Enterprise.

## Inflation Rates Window



### Category Options

| Field | Description | Notes |
|-------|-------------|-------|
| **Years to Display** | Type the number of years for which you want to Type inflation rates. The default is 20. | |
| **Start Date** | Type the month and year on which you want to start entering inflation rates. | |

## Adding Categories

1. Click **Add Category** to add a new inflation category.

2. Type a name for the category in the **Category Name** field.

3. Type each **inflation rate** under the appropriate month and year.

   Note: You can type any rate between -100% and 100%.
   Option: Press **Tab** or **Enter** to auto-populate the remaining cells in the row with the percentage you entered.
   Option: To delete a category, select its row, and then click **Delete Category**.
   Option: To duplicate a category, select its row, and then click **Duplicate Category**.

4. Click **OK** to accept changes and close window.

Note: This feature is only available if you have the appropriate system rights and permissions. If you need access to Global Categories, contact your system administrator.

See Also: Administrative Features
Global Categories

# Global Categories: Managing Classifications

Navigation: **File>Global Categories>Manage Classifications**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can see one merged list of Classifications categories from both locations. Classifications categories are global data and any changes made apply to both locations. When connected to only one location, the **Manage Classifications** button disables and users can only apply the available Classifications categories to properties.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

Allows system administrators to set the property and tenant classifications for the system.

Note: This feature is only available if you have the appropriate system rights and permissions.

## Manage Classifications

You may add two different classification types: Property and Tenant. To add a classification, click the row for the type of classification you want to add, and then click Add Classification.

| Column | Description | Notes |
|---|---|---|
| **Classification Type** | **Property Classifications:** Click **Add Classification/Delete Classification** and type a name.<br><br>**Tenant Classifications:** Click **Add Classification/Delete Classification** and type a name.<br><br>**System Classifications:** You cannot add/delete system classifications.<br><br>Lease Status<br>Lease Type | |
| **Rent Roll Column** | **Checked:** Makes the new tenant classification category visible as a field on the end of the Rent Roll. Only available when you add a tenant classification.<br><br>**Unchecked:** Makes the tenant classification category not visible on the end of the Rent Roll. | |
| **Value** | Displays according to the selected Classification Type. Click **New Value** to add items to lists. | |

See Also: Administrative Features

# Global Categories: Managing Currencies

Navigation: **File>Global Categories>Manage Currencies**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases share the same System Currency Default settings. System Currency & Area Measure Defaults are global data and any changes made apply to both locations. When connected to only one location, the **Manage Currencies** button disables and users can only apply the active currency defaults to properties.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

Allows system administrators to set the default currency and area measures for the system.
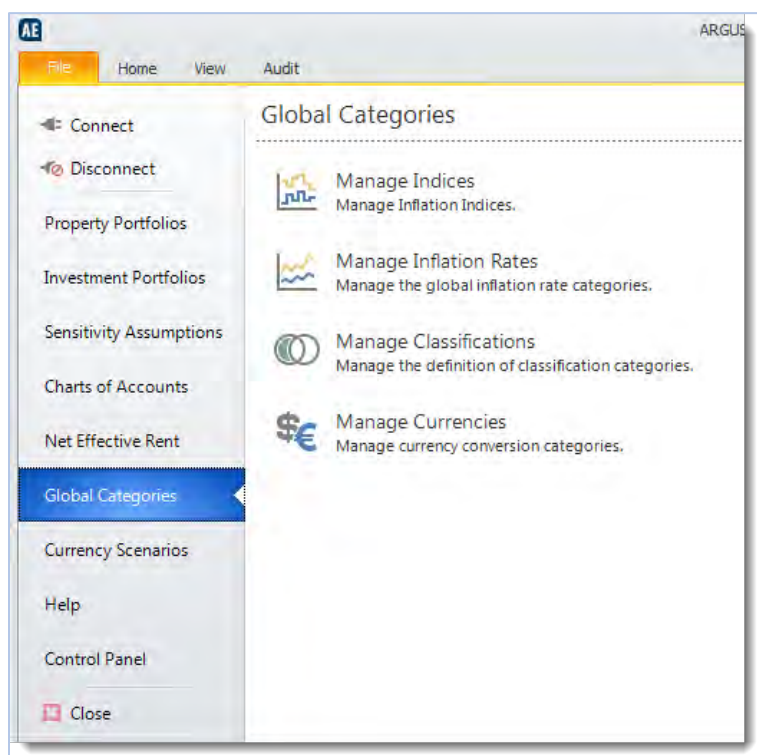
## System Currency Defaults

Set the default currency and area measures for the system.



### Unlabeled

| Field | Description | Notes |
|-------|-------------|-------|
| **Default Currency** | Select the default currency. | |
| **Default Area Measure** | Select the default area measure. | |

### System Currencies

| Field | Description | Notes |
|-------|-------------|-------|
| **Active?** | Activate/deactivate a currency in the system, click the corresponding Active option to remove the check-mark. If you want to activate an existing currency, click the corresponding Active option to activate that currency. | |
| **Name** | Displays currency abbreviations. | |
| **Symbol** | Displays currency symbols. | |
| **Description** | Displays the associated country names. | |
| **Select/Deselect All** | Select/deselect all currencies in the list. This feature is only available if you have the appropriate system rights and permissions. | See also Administrative Features. |

See Also: Global Categories

# Global Categories: Manage Interest Rates

Navigation: **File>Global Categories>Manage Interest Rates**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can see one merged list of Interest Rates categories from both locations. Interest Rates categories are global data and any changes made apply to both locations. When connected to only one location, the **Manage Interest Rates** button disables and users can only apply the available Interest Rates categories to properties.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

Use global interest rate categories (for example interbank lending rates such as LIBOR and EURIBOR) to set up loan interest rates and project the following at the property level:

- Cash flow and Returns After Debt

- Various interest rates

- Refinancing Scenarios

### Before You Begin

Confirm you have permission to add/delete Global Interest Rate Categories.

### Assign Syncing Updates Permissions

Administrators can assign permissions to authorized users to update property data from the global interest rates.

### Create/Edit a Global Interest Category

1. Navigate to **File>Global Categories>Manage Interest Rates**.

   Result: The Interest Rate View displays in the Portfolio view.

2. Edit an **existing rate**

     OR
   On the Ribbon click **Add Record**.
   Result: An entry row displays for the Index Value. You can make multiple entries for values that change over time. For example, you can copy/paste multiple values from a spreadsheet.

3. Type a **Name** for the category.

4. Type a **Date** or accept default (current month/year).

5. Type an **Amount/Percentage**.

6. Select an index unit:

   - **Index Value**

   - **Increment**

7. Click **Save Interest Rates**.

Result: You can apply the rate to a property.

Note:  When you edit and save an existing Global Interest Category, which is already

applied to a property, a warning icon ⚠ displays in the property's **Rate Basis**
field  **(Investment>Debt Financing>Loan Details>Rate Basis)**. Click **Update Interest
Rate** at the bottom of the screen to update the property and remove the warning. To update
multiple properties see Batch Sync Global Categories.

## Apply a Global Interest Rate to a Property

1.   Navigate to a **property**.

2.   Go to **Investment>Debt Financing>Select a Loan>Loan Details>Rate Basis** field and
select the rate from the pick list.

Result: The Interest Rate field = Varies.

3.   Click **Save Property**.

Result: The interest rate applies to the loan.



## Unlabeled

| Field | Description | Notes |
|-------|-------------|-------|
| **Name** | Type a name for the global interest rate profile. | |
| **Date** | Type a start date. This date determines when the rate comes into force. | |
| **Amount** | Type an amount/percentage. | |
| **Units** | Select the format for the BPS entry. **Index Value (Default):** (present) Uses an index value. **Increment: (future):** Uses an increment for the previous index value. | You cannot start the column with an increment, only an index value. |

See Also: Global Inflation Indices

# Currency Scenarios

Navigation: **File>Currency Scenarios**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can see one merged list of Currency Scenarios from both locations. Currency Scenarios are global data and any changes made apply to both locations. When connected to only one location, all buttons disable (except Refresh) and users can only view and apply Currency Scenarios to Scenarios.

For more information, see Getting Started with ARGUS Cloud.

Topic Contents

- Opening Currency Scenarios

- Creating Currency Scenarios

- Currency Exchange Rates

- Currency Scenario Details

- Duplicating Currency Scenarios

- Deleting Currency Scenarios

- Refreshing Currency Scenarios
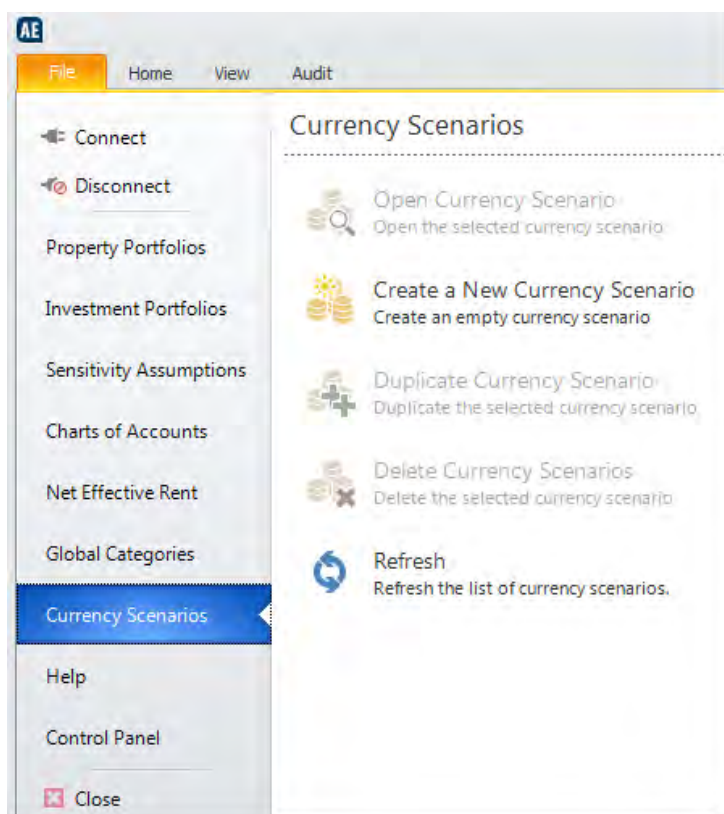
## Purpose

Create Currency Scenarios to specify the conversion rates between various currencies. Currency settings are set on the property and scenario levels. Only the portfolio level reports are converted based on the conversion rates when using different currency settings between property and scenario. Property level reports stay at a 1:1 ratio.

## Opening Currency Scenarios

1.  Click a currency scenario in the Name column.

2.  Click **Open Currency Scenario**.

## Creating Currency Scenarios

1.  Click **Create a New Scenario**.

Result: Create Currency Scenario popup appears.

2.  Type a **name**.

3.  Type a **description**.

Option: Click **Active** to indicate that the scenario is in active use.

4.  Click **Finish**.

Option: Click **Cancel** to stop this process.

## Currency Exchange Rates

1.  Go to **Open a Currency Scenario>Bottom Ribbon>Exchange Rates.**

2.  Type exchange rate data in the corresponding columns.

Option: Click **Rate Provider** on the Ribbon to import an exchange rate file.

## Currency Scenario Details

1.  Go to **Open a Currency Scenario>Bottom Ribbon>Scenario Details.**

2.  Click **Edit**.

3.  Type a **name**.

4.  Type a **description**.

Option: Click **Active** to indicate that the scenario is in active use.

5.  Click **Finish.**

Option: Click **Cancel** to stop this process.

## Duplicating Currency Scenarios

1.  Select the scenario under the Name column.

2.  Click **Duplicate Currency Scenario**.

Result: Copy Currency Scenario popup appears.

3.  Type a **new currency scenario name**.

4.  Click **Finish**.

Option: Click **Close** to discard and close the popup.

## Deleting Currency Scenarios

1.  Select the scenario under the Name column.

2.  Click **Delete** Currency Scenarios.

Confirm Delete popup appears.

3.  Click **Yes** to delete the scenario.

Option: Click No to stop this process.

## Refreshing Currency Scenarios

1.  Select the scenario under the Name column.

2.  Click **Refresh**.

Result: Refreshes previously created scenarios.


See Also: Property Currency Setting

Scenario Currency Settings

# Licensing

**Navigation: File>Help>Licensing**

## Purpose

Licenses allow you to access designated ARGUS Enterprise Modules for a specified period of time. ARGUS Enterprise modules and their functionality are available through user licenses.

Your licenses display when you navigate to the backstage at **File>Help>Licensing**.
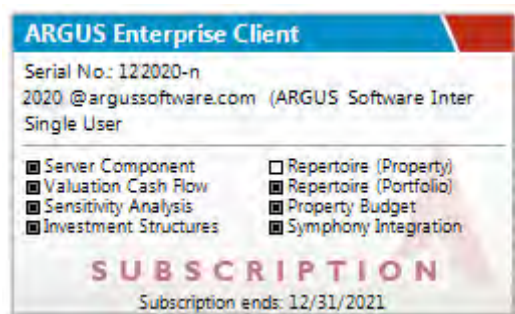


## User Roles and Permissions

Contact your System Administrator to make changes to your:

Security Permissions
Security Roles

| Field | Description | Notes |
|---|---|---|
| **Installation Type** | **Client**: Connects to your local machine.<br><br>**Application Server**: Connects to the application server. | |
| **Serial No.** | The unique serial number that identifies your license. | |
| **Email** | The email associated with the license. Your administrator can update this email. | |
| **Company Information** | Your company name and the number of users allowed by your license. | |
| **Modules** | **Checked:** Indicates full access.<br><br>**Unchecked:** Indicates limited access. Consult your Administrator about limited access modules. | |
| **Subscription** | This appears if you have a subscription-based license rather than a lifetime license. | |
| **Subscription Ends** | The date when your subscription access ends. Renew your license before this date to ensure uninterrupted access to ARGUS Enterprise. | |

## Online/Offline Licensing

The Online Offline Licensing feature allows an Administrator to give a user a temporary standalone license for working offline. A temporary license lasts for 30 days and the license popup displays the expiration date.

# Control Panel

**Navigation: File>Control Panel**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases share some of the settings in the Control Panel. Certain settings only apply to On-Premises location and other settings are global data. When connected to only one location, certain buttons disable to keep global data in sync.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

**Control Panel** allows you to use **administrative features** in ARGUS Enterprise if you have the appropriate permissions.

For more information about any of the following options, click a link below:

### Security

Users

User Groups

Roles

### System Settings

System

Web Form Integration

eFront FrontInvest Options

Data Import Validation Rules

Workflow Status

ARGUS Voyanta Integration

XL4ADW Settings

Report Packages

### User Settings

Workspace

# Quick Start - Administrator Permissions for Records and Roles

## Purpose

To provide Administrators with a list of quick procedures that can be used to restrict/allow user permissions to selected data models and/or selected system functionality.

Administrators can restrict/allow user access based on **Records** and **Roles**.

### Definitions

**Records:** These are components of specific data models, for example portfolios, scenarios and property assets.

**Roles:** These are collections of selected permissions to system functionality, for example Budget, Control Panel and Reporting.
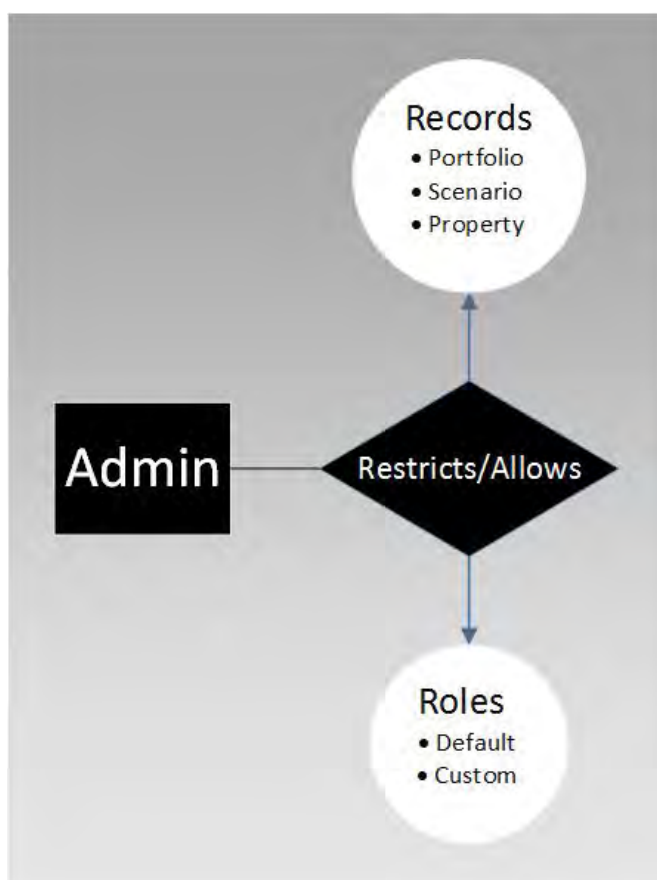
## Restrict/Allow System Roles

Administrators can restrict/allow user access to system functionality:

• Create/assign individual users to **roles.** For example, you would add individual users who will edit budget records to the **Budget Admins** role. For more information on the popup where you can add individual users to roles, see Administration Managing Users.

• Restrict **system access** for selected **roles**. For example, you would assign the **Budget Admins** role Full Access to Budget functionality but restrict access to Control Panel functionality. For more information on the popup where you can define/restrict role access to system functionality, see Administration Security Roles.

| Procedure | Description | Notes |
|---|---|---|
| **Assign Users to Roles** | You can assign individual users to system default roles and/or create new roles.<br><br>**Before You Begin:** Confirm individual users you want to add are available on your organization's system.<br><br>1.  Go to **File>Control Panel>Security>Users.**<br><br>2.  Click **Add**.<br><br>3.  Type the **name/description**.<br><br>4.  Select options in the **Available Views/Start View** column.<br><br>5.  Select any individual users from the Available Members window.<br><br>6.  Click **+** to add to the Group Members window.<br><br>Option: Click **All** to add all users.<br><br>7.  Click **Apply**.<br><br>8.  Click **Close**. | **Example**<br><br>An Administrator can assign users who need access to all of the Budget functionality to the Budget Admin role then allow all these permissions for the Budget Admin role. |
| **Restrict/Allow System Roles** | You can define system roles to restrict access to select system functionality.<br><br>**Before You Begin:** If you want to create a new role, follow the above procedure.<br><br>1.  Go to **File>Control Panel>Roles**.<br><br>Result: The Security Roles popup appears. | Administrators cannot assign a permission group to a role, only individual users can be assigned to roles. |

| | | |
|---|---|---|
| | 2. Click the **> button** to expand a group of permissions. | |
| | Option: Click **Expand All** to expand all permissions. | |
| | 3. Click a **checkbox** to assign a permission. | |
| | 4. Click **Apply**. | |
| | 5. Click **Close**. | |
| | Option: Click **Manage Users** as a shortcut to add individual users to roles. See the procedure for Assign Users to Roles. | |

## Restrict/Allow Record Permissions

Administrators can restrict/allow user access to records.

• Create/manage **permission groups**. For more information on this functionality, see Administration Manage Permission Groups.

• Assign **record level permissions** to **individual users/permission groups**. For more information on this functionality, see Permissions Setup.

| Procedure | Description | Notes |
|---|---|---|
| **Assign Users to Permission Groups** | You can create/assign individual users to permission groups. **Before You Begin:** Confirm that all users you want to add are available on your organization's system. 1. Go to **Control Panel>Security>User Groups**. Result: The Manage Permission Groups popup appears. Note: The EVERYONE group is the default and cannot be deleted. 2. Click **Add**. 3. Select **individual users** from the Available Members window. 4. Click the **+** or the **All** button to add all users. 5. Click **Apply** and **OK**. | **Example** Administrators can assign one or multiple users to a group named Edit Scenarios then allow permissions for this group to edit selected scenarios. |

| | | |
|---|---|---|
| **Restrict/Allow Permissions for Users/Permission Groups** | You can restrict which users/permission groups can edit/view a portfolio, scenario or property asset.<br><br>**Before You Begin:** Create a permission group if you want to assign/restrict a group.<br><br>1.  Go to **Portfolio>Home Ribbon>Data>Permissions>Portfolio Permissions**.<br><br>Result: The Selected Scenario(s) popup appears.<br><br>2.  Select the **Record Admin** checkbox to grant everyone in this group Administrator rights.<br><br>3.  Select any **individual users/permission groups** in the Available Groups & Users window.<br><br>4.  Click **+** to add them to the Selected Groups & Users window.<br><br>Option: Click **All** to add all users/permission groups.<br><br>5.  Select/deselect **check boxes** for the level of permissions:<br><br>•  **No Access:** Locks the user/permission group from viewing or editing.<br><br>• **Read Only**<br><br>•  **Edit:** Auto checks both Read Only and Edit.<br><br>•  **Full Access:** Auto checks both Read Only and Edit.<br><br>6.  Click **OK**. | |

# Administration: Managing Users and Roles

**Navigation: File>Control Panel>Security>Users**

## ARGUS Cloud

Users, who initially run the ARGUS Cloud Setup Wizard, are automatically included to the **ARGUS Cloud Administrator** role. Only users with verified Cloud IDs display as Available Members. This role is to only manage ARGUS Cloud Administrator access and does not display in the Security Roles window.

**ARGUS Cloud Administrators** connected to On-Premises and ARGUS Cloud databases can manage Users and Roles for both locations simultaneously within the same window. The **User and Roles** window is global data and any changes made apply to both locations. When connected to only one location, the **Users** button disables.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

System Administrators can assign users to roles.

For detailed procedures on managing access and permissions at the system and record levels, see Quick Start Permissions and Roles.

## Roles

Lists roles to which you can assign permissions.

| Field | Description | Notes |
|-------|-------------|-------|
| **Name** | Displays the user/group name. | |
| **Description** | Displays the description of the user/group. | |
| **Available Views** | Select a view to make it available for the associated user/group. | |
| **Start View** | Select a view as a starting view for the associated user/group. | |
| **Add** | Click this button to insert a blank row at the bottom of the list where you create/define a new role. | |
| **Duplicate** | Click this button to make a copy of the selected role in order to create/define a new role. Change the name from Copy of... to the desired role name. | |
| **Delete** | Click this button to delete the selected role in order to create/define a new role. | |

## Available Members

Lists users not assigned to the selected role.

| Field | Description | Notes |
|-------|-------------|-------|
| **User ID** | Displays the user IDs. | |
| **Cloud ID** | Displays the email of the **ARGUS Cloud** user. | This column only appears for ARGUS Cloud users. |
| **Full Name** | Displays the user generated name for the member. | |
| **+/All** | Add users.<br><br>1. Select a user.<br><br>2. Click **+** to assign users to the selected role.<br><br>Option: Click **All** to assign all users to the role.<br><br>3. Click **OK**. | |

## Group Members

Lists users currently assigned to the selected role.

| Field | Description | Notes |
|---|---|---|
| **All/-** | Remove users. <br><br>1. Select a user. <br><br>2. Click **-** to remove users from the selected role. <br><br>Option: Click **All** to remove all users from the role. <br><br>3. Click **OK**. | |
| **User ID** | Displays the user IDs. | |
| **Cloud ID** | Displays the email of the **ARGUS Cloud** user. | This column only appears for ARGUS Cloud users. |
| **Full Name** | Displays the user generated name for the member. | |

See Also: Administrative Features

# Administration: Server User Allocation

## ARGUS Cloud

ARGUS Cloud Administrators connected to On-Premises and ARGUS Cloud databases can assign ARGUS Cloud credentials against existing On-Premises IDs via the **Users** button. Once the user logs in successfully with their ARGUS Cloud credentials, the user's On-Premises permissions, permission groups and roles sync to the ARGUS Cloud database. The **User License Management** window is global data and any changes made apply to both locations. When connected to only one location, the **Users** button disables. For more information, see Getting Started with ARGUS Cloud.

## AE Module Packages and Module Licenses

### Parameters for Module Packages

Click **File>Help** to view the licenses and module packages. You can also view package details in the AE Configuration window in the Licensing tab.
Note: All modules in a package are active when licensed to an AE user.

| Allowed | Not Allowed |
|---|---|
| Administrators can assign multiple packages to the same user ID. | Administrators cannot assign modules in a package to multiple user IDs.<br><br>This update does not change the allocation allowance for pre-existing clients. |
| Administrators can combine package features and non-package features for one user ID. | Administrators cannot assign more licenses than the number of licenses purchased.<br><br>**Selected/Available** row is shaded red for the columns where licenses are over allocated. |

## Module Packages

Select the Module Package that matches your license.

Note: Symphony is now the Business App Toolkit.

| Module Package | Includes |
|---|---|
| **Basic Edition** | Valuation Cash Flow<br>Portfolio Reporting<br>Property Budget<br>Business App Toolkit (Read-Only) |
| **Standard Edition** | Valuation Cash Flow<br>Portfolio Reporting<br>Sensitivity Analysis<br>Property Budget<br>Business App Toolkit (Read-Only) |
| **Complete  Edition** | Valuation Cash Flow<br>Portfolio Reporting<br>Sensitivity Analysis<br>Investment Structures<br>Property Budget<br>Business App Toolkit (Read-Only) |
| **Reporting User** | Property Reporting<br>Portfolio Reporting |

See also, Offline Usage.
User License Management

# Managing Users and Module Licenses

The Administrator of ARGUS Enterprise is, by default, the user account that performed the installation on the Application Server. The Administrator is the only user with access until another user account is added from the Control Panel. ARGUS Enterprise uses Windows Authentication to validate the user's identity in a [Domain Name]\[User Name] format.

**Note:** This feature is only available if you have the appropriate system rights and permissions.

## Add a user, delete a user and manage user module licenses

1. Navigate to **File>Control Panel**.

2. Select **Security>Users: Manage users and assign licenses to users**.

Result: The User License Management popup appears with existing users listed and a blank row available for a new user. The Total Module Licenses for each module displays across the top and the Selected/Available seats for each module display across the bottom.

Note: If you have more Selected than Available licenses for a module the cell displays red.

3. Type the **User ID** for the user you wish to add.

4. Type the user's **Full Name** or a Role title.

5. Check/uncheck **boxes** to add or remove user access.

Option: To **Delete a User** from the system and all Roles select the user and click **Delete**.

Note: User's shared items are inherited by the Administrator who is deleting the user.

A user's access is determined by selected columns:

> • The **Active** column is required for the user to connect to ARGUS Enterprise.

> • **Modules columns** determine the area(s) of the software a user can access.

6. Click **Apply** to apply your changes *OR* click **OK** to apply your changes and close the popup.

Result: An Administrator can connect and enter the Control Panel but does not have access to any of the module areas.

Option: For Administrators who want to manage users **without taking a license seat**: Leave all the other module columns **un-checked**.

## Adding an ARGUS Cloud User

After adding users, follow the steps below to assign **ARGUS Cloud** credentials:

1. Click the **Users** button.

Result: User License Management window appears.

2. Type an email into the **Cloud ID** field of an active user.

Note: This field is disabled if user is not active.

3. **Repeat** process for additional users.

4. Click **OK/Apply**.

Result: A registration email with a link to create password is sent to the email typed in the Cloud ID field.

Option: Click **Resend** to send registration email again until a check appears in the Verified column.

Result: The system automatically checks the **Verified** column when the user successfully logs in with their ARGUS Cloud credentials.

Note: Once ARGUS verifies the user, the Administrator cannot edit the **Cloud ID** column.

Note: Deleting an **ARGUS Cloud** user deletes them from the On-Premises and ARGUS Cloud databases.

## Manage User Roles

When you add a new users through the License Management window they are automatically added to the Users group and you can modify their User Groups and Roles.

- The **Administrator, Users, Budget Admins** and **Budget Users Roles** are **created by default** and have different sets of permissions.

- A user can be a **member of more than one role** and inherits the associated permissions of those roles.

- You can create additional roles and view/modify permissions in **Control Panel>Security>Roles**.

## Add a new Role and assign a Member to the Role

Use this procedure to add a new role. See **Manage System-Wide Roles** to assign permissions to roles.

1. Navigate to **File>Control Panel**.

2. Select **Security>Users: Manage users and assign licenses to users**.

Result: The User License Management popup appears.

3. Click **Users**.

Result: The Users and Roles: Manage Users and Roles Membership popup appears.

4. Click on each **role name** to view Members assigned to that role.

5. Click **Add** to create a new entry row.

6. Type a Role **Name and Description**.

7. Click **Apply** to apply your change.

8. Select the new **Role**.

9. Select an **Available Member** and Click ⊞ to move the name to the Group Members box.

Option: Select two or more Members and click ⊞ to move their names to the Group Members box.

10. Click **Apply** to apply your change.

11. Click **OK** to close the popup.

See Also: Manage Users

## Manage User Groups

User Groups determine the access level at the Portfolio, Property and Scenario level. The EVERYONE group is created by default to include all the users that are added to the system and cannot be deleted.

## Create a New Permission Group

1. Navigate to **File>Control Panel**.

2. Select **Security>User Groups: Manage groups for record level security.**

Result: The User License Management popup appears.

3. Click **New**.

Result: A new group entry row appears.

4. Type the **name** of your new group in the entry line.

5. Click **Apply.**

6. Select an **Available Member** and Click  to move the name to the Group Members box.

Option: Select two or more Members and click  to move their names to the Group Members box.

Note: Administrators are not shown as available members since they have full access to the application.

7. Click **OK** to save.

Result: The User License Management popup disappears.

See Also: Manage Permission Groups

## Manage System-Wide Roles

Roles determine the permission and access level that users have in the system. When a user does not have permission for a certain area, the system disables the area.

1. Navigate to **File>Control Panel**.

2. Select **Security>Roles: Manage system-wide roles**.

Result: The Security Roles: Assign Permissions to Users and Roles popup appears. The default Roles and any additional Roles created from the Manage Users window display.

3. Click **a Role Name**.

Result: The Permission list displays.

4. Click a **Permission** checkbox to select that permission.

5. Click a **chevron** to expand a parent permission list to specific permissions.

6. Click **OK** to save permissions for your selected Role.

Result: The Security Roles: Assign Permissions to Users and Roles popup disappears.

See Also: Manage Security Roles

# Administration: Manage Permission Groups

**Navigation: File>Control Panel>User Groups**

## ARGUS Cloud

Administrators connected to On-Premises and ARGUS Cloud databases can manage Users Groups for both locations simultaneously within the same window. The **Manage Permission Groups** window is global data and any changes made apply to both locations. When connected to only one location, the **User Groups** button disables and users can only apply user groups to Portfolios/Scenarios/Properties Security.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

**User Groups** allows **system administrators** to:

*   Create and edit user groups.

*   Add users to groups.

For detailed procedures on managing access and permissions at the system and record levels, see Quick Start Permissions and Roles.



See Also: Administrative Features
Record Security Setup

## Permission Groups

Lists user groups to which you can assign users.

| Field | Description | Notes |
|-------|-------------|-------|
| **Group Name** | Displays the permission group name. | |
| **Description** | Displays the description of the permission group. | |
| **Add** | Click this button to insert a blank row at the bottom of the list where you create/define a new role. | |
| **Delete** | Click this button to delete the selected role in order to create/define a new role. | The EVERYONE group cannot be deleted. |

## Available Members

Lists users not assigned to the selected group.

| Field | Description | Notes |
|-------|-------------|-------|
| **User ID** | Displays the user IDs. | |
| **Cloud ID** | Displays the email of the **ARGUS Cloud** user. | This column only appears for ARGUS Cloud users. |
| **Full Name** | Displays the user generated name for the member. | |
| **+/All** | Add users.<br><br>1. Select a **user**.<br><br>2. Click **+** to assign individual users to the group.<br><br>Option: Click **All** to assign all users to the group.<br><br>3. Click **OK**. | |

## Group Members

Lists users currently assigned to the selected group.

| Field | Description | Notes |
|-------|-------------|-------|
| **All/-** | Remove users.<br><br>1. Select a **user**.<br><br>2. Click **+** to remove individual users to the group.<br><br>Option: Click **All** to remove all users from the group.<br><br>3. Click **OK**. | |
| **User ID** | Displays the user IDs. | |
| **Cloud ID** | Displays the email of the **ARGUS Cloud** user. | This column only appears for ARGUS Cloud users. |
| **Full Name** | Displays the user generated name for the member. | |

# Administration: Security Roles

**Navigation: File>Control Panel>Security>Roles**

## ARGUS Cloud

Administrators connected to On-Premises and ARGUS Cloud databases can manage Security Roles for both locations simultaneously within the same window. The **Security Roles** window is global data and any changes made apply to both locations. When connected to only one location, the **Roles** button disables.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

Administrators can define/restrict role access to system functionality.

For detailed procedures on managing access and permissions at the system and record levels, see Quick Start Permissions and Roles.
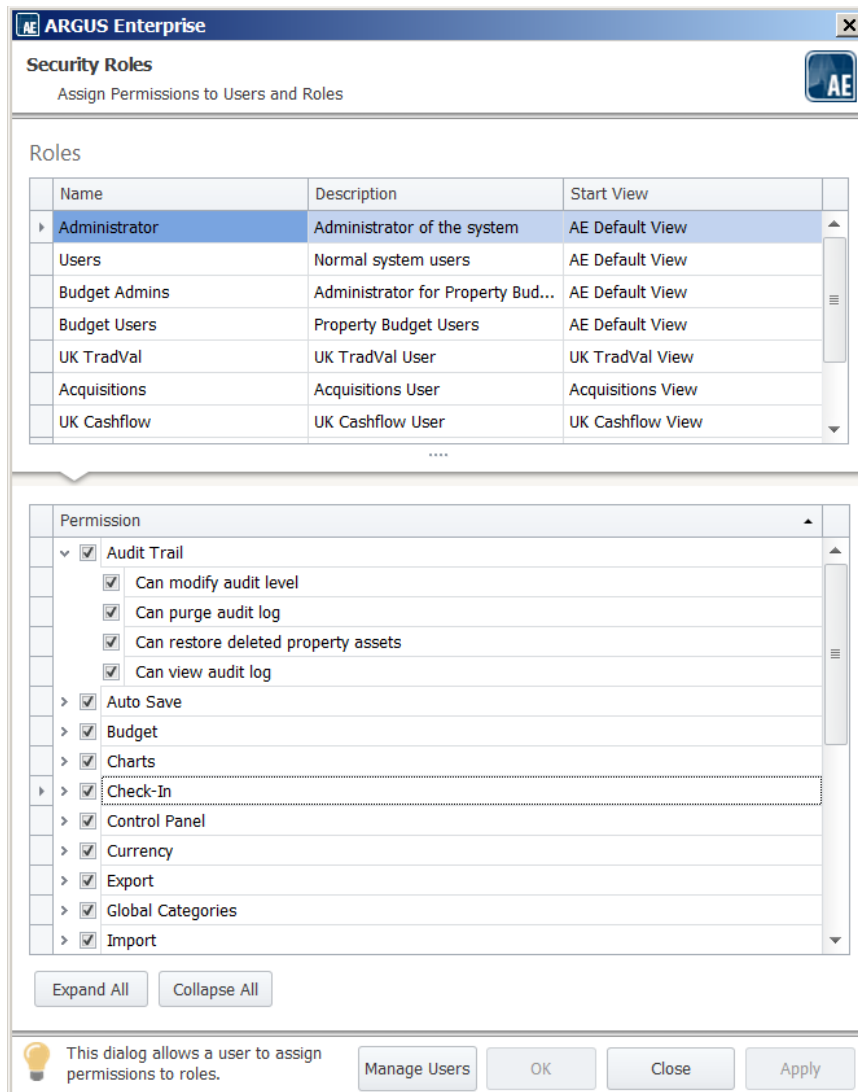
See Also: Administrative Features

## Roles

Select a role to view its assigned permissions in the lower Permission section.

| Field | Description | Notes |
| --- | --- | --- |
| **Name** | Displays the user/group name. | |
| **Description** | Displays the description of the user/group. | |
| **Start View** | Select a view as a starting view  for the associated user/group. | |

## Permission

Click the check boxes to assign permissions to the selected role.

Note: The default is all boxes selected.

| Field | Description | Notes |
| --- | --- | --- |
| **> buttons** | Click this arrow to expand the group of permissions. | |
| **Expand All** | Click this button to display all groups of permissions. | |
| **Collapse All** | Click this button to hide all groups of permissions. | |
| **Manage Users** | Click this button to open the Users and Roles popup. For more information, see Administration: Users and Roles. | |

# Administration: System Settings

**Navigation: File>Control Panel>System Settings>System**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can view and edit the **System Settings** window. However, certain settings apply only to the linked On-Premises connection. **Default Audit Level** and **Local Machine Resource Usage** settings (global data) apply simultaneously to both locations. When connected only to the ARGUS Cloud connection, the **System** button disables and this window is inaccessible.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

System Settings allows system administrators to configure the system settings. This feature is only available if you have the appropriate system rights and permissions.

Click each tab to toggle through the setting popups:

System
Attachments
Reporting
Processing

## System

Sections include:

•   System

•   Browser Options

•   Product Usage Information

| Fields | Description | Notes |
|--------|-------------|-------|
| **Default Audit Level** | **None:** No audit trail data is recorded.<br><br>**Basic (Default):** Version number of the property asset model is incremented and the basic change set information is recorded as follows:<br><br>1.  User name<br>2.  Date and time of change<br>3.  Triggering action<br>4.  Level of audit detail being tracked when the audit entry was recorded<br>5.  Version of the software when the audit entry was recorded<br>**Intermediate:** Version number of the property asset model is incremented, the basic change set information is recorded, and KPI's and financial lines are recorded against the change set. Also, record details for each business entity are changed include the following:<br><br>1.  Business entity name<br>2.  Type of change (inserted/modified/deleted)<br>**Detail:** Basic and intermediate audit levels are captured and a version of the entire property asset model is stored. | When **ARGUS Cloud** users connect:<br><br>•   Only to the linked On-Premises, this drop down disables.<br>•   To both linked connections, any changes made update simultaneously to both locations. |
| **Enable Compatibility Mode for** | Only System Administrators can access and change these options in order to view/hide calculated results that match | |

| | | |
|---|---|---|
| **Prior AE Versions (11.0 & 11.5)** | the same version as the original file version:<br><br>**Yes:** Can calculate, batch calculate or import/export the file as a lower version.<br><br>**No:** For upgrades, this is the default selection. Cannot calculate, batch calculate or import/export the file as a lower version. | After you change this option to Yes, you must close and reopen a property to see updates to the Calc As option for that property. |
| **Import DCF File** | **Web Service:** Converts your DCF files to AE properties via a web service. If the file fails, a message appears in the Web Service Log that indicates the reason the file failed to import. If you do not have web access, then AE uses the local importer and imports the file automatically.<br><br>**Local:** Converts your DCF files to AE properties locally. If you do not want to send files across the web, select this option. | For a select Client install, if registration of the .sf DCF component fails, an error popup appears when you attempt to import/export. Click the Help button or see ARGUS DCF Compatibility Reregister for the steps to re-register. |

## Browser Options

| Fields | Description | Notes |
|---|---|---|
| **Customer Feedback** | Turn off customer feedback: Hides the Customer Feedback form.<br><br>Allow customer feedback (Default): Shows the Customer Feedback form. | |
| **Attachment Options** | **Disable URL option (Default):** User cannot attach anything other than a file type.<br><br>Use limited embedded browser: User can navigate to that page only. Address bar is disabled.<br><br>**Use full embedded browser:** User can navigate to that page. Address bar is disabled. User can right click with limited navigation capability.<br><br>Use default browser: User can access full default browser navigation. | |
| **Business Application Toolkit (BAT)** | **Use limited embedded browser:** User can navigate to that page only. Address bar is disabled.<br><br>**Use full embedded browser (Default):** User can navigate to that page. Address | BAT is a web form that allows you to define additional information in the property editor. |

| | bar is disabled. User can right click with limited navigation. | You can use the BAT to define a URL and display it as an input/report tab. |
|---|---|---|

Note: You can set up audit trail options as the default for all new scenarios while maintaining existing permissions for editing the system settings.

## Product Usage Information

| Fields | Description | Notes |
|---|---|---|
| **Help Improve our products and services by sharing product usage information with ARGUS (R)Software.** | Checked: Shows the Customer Feedback form.<br><br>Unchecked: Hides the Customer Feedback form. | |

See Also: Audit Trail
Importing a Property
Web Form Integration

## Attachments

Define file attachment limits in order to protect against potential security risks.

| Fields | Description | Notes |
|---|---|---|
| **Attachment Directory** | The default attachment directory is <CommonApplicationData>Argus Software\ARGUS Enterprise (Current Version)\Attachments. | Option: You can type/paste a new directory to save attachments. |
| **Minimum File Size (KB)** | Type a number to define the minimum file size allowed for attachments. | |
| **Maximum File Size (KB)** | Type a number to define the maximum file size allowed for attachments. | |
| **File and URL White Lists** | The File White List and URL White List allow you to determine which file types or URLs are allowed as attachments for a property. | If no file types are defined then a user can import any file not included in the system pre-defined File Blacklist. Attempting to upload a file that does not meet the criteria you have defined generates an error message. |

## Adding Extensions to the White List

**Before you begin:** Navigate to File>Control Panel>System Settings>System.
1. Click the Attachments tab.

2. Click **File White List** or **URL White List**.

Result: The Attachment Extensions popup appears.

3. Click **New** to add a new allowed extension.

4. Type file extensions you want to white list such as: PDF JPG

5. Click **OK** to apply your changes.

Option: Click **Close** to discard them and close the popup.

## File Blacklist

The Blacklist is an internal list of banned file attachment types. You cannot see or see or directly modify the blacklist, it is an industry standard of file types known to be a danger.
Blacklist file types include:
- .EXE

- DLL

- .AVUX

- .BAT

- .SQL

- .JSP

- .PHP

- .ASP

- .ASPX

- .CMD

- .URL

- .LNK

- .COM

Note: AE allows the .com extension for a domain name.

**See Also:** Property Attachments

## Reporting

Choose whether local machines or the SQL reporting server is used for reports.

| Fields | Descriptions | Notes |
|---|---|---|
| **Local Reports** | Specify a report folder for local reports by clicking ⋯. | |
| **SQL Server Reporting Server** | **Report Server URL:** If **SQL Server Reporting Server** is selected, you can specify the report server URL.<br><br>**Report Server Folder:** If **SQL Server Reporting Server** is selected, you can specify the report service folder. | |

## Processing

Depending upon your permission level, you may be able to specify one of the following process options:

| Fields | Descriptions | Notes |
|---|---|---|
| **Processing** | **Process on my local machine:** All process service operations is handled on the local machine. This uses the local CPU for conducting the calculation operations and may impact the speed of the users system and the time to complete a large number of operations.<br><br>**Process on a shared server:** All process service operations are handled on the AE process service designated. An external AE Enterprise service provides this and offloads all the calculations and operations using the process service.<br><br>**Process on my local machine and on a shared server:** The shared server and the local machine both work through the queue. They each check for the next available task to process and go through them together. This entails additional load on the local workstation so the system experiences higher usage as it is not being handed off solely to a separate process server. | |
| **Local Machine Resource Usage** | This option is **only for workstation installation users** who have powerful machines that can process multiple jobs in the background. Higher numbers on the scale result in faster performance while using more machine resources. | To monitor your resource use, turn on the Resource Status Indicator. |

| | | |
|---|---|---|
| | Click and slide the **Local Machine Resource Usage** control to assign the number of queue tasks to run on your machine. | When workstation **ARGUS Cloud** users connect: <br><br> • Only to the linked On-Premises, this drop down disables. <br> • To both linked connections, any changes made update simultaneously to both locations. |
| **Queue Maintenance** | **Last Maintenance Ran:** Displays date and time your last maintenance ran. If you have never run a maintenance, then a blank displays. <br><br> **Next Schedule Maintenance:** Type/select a date and time for your next scheduled maintenance. <br><br> Click **Schedule Today** to run maintenance immediately. <br><br> **Frequency of Maintenance (days):** Type a number of days. After queue maintenance has run, then the Next Scheduled Maintenance Date resets itself. <br><br> **Date Removed After (days):** Type a number of days. System deletes queued jobs and associated tasks older than the number of days entered. | Set up queue maintenance to delete old jobs from the queue to improve speed and performance. Default setting is **off**. |

See Also: Administrative Features

# Administration: Web Form Integration

**Navigation: File>Control Panel>System Settings>Web Form Integration**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can view and edit the **Web For Tab Integration** window. However, settings are only applied to the linked On-Premises connection. When connected only to the linked ARGUS Cloud connection, the **Web Form Integration** button disables and this window is inaccessible.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

**Web Form Integration** allows **system administrators** to configure external web form tabs that can be integrated into the ARGUS Enterprise interface.

See Also: Administrative Features

> **Note:** This feature is only available if you have the appropriate system rights and permissions.

Web Form Tab Integration window
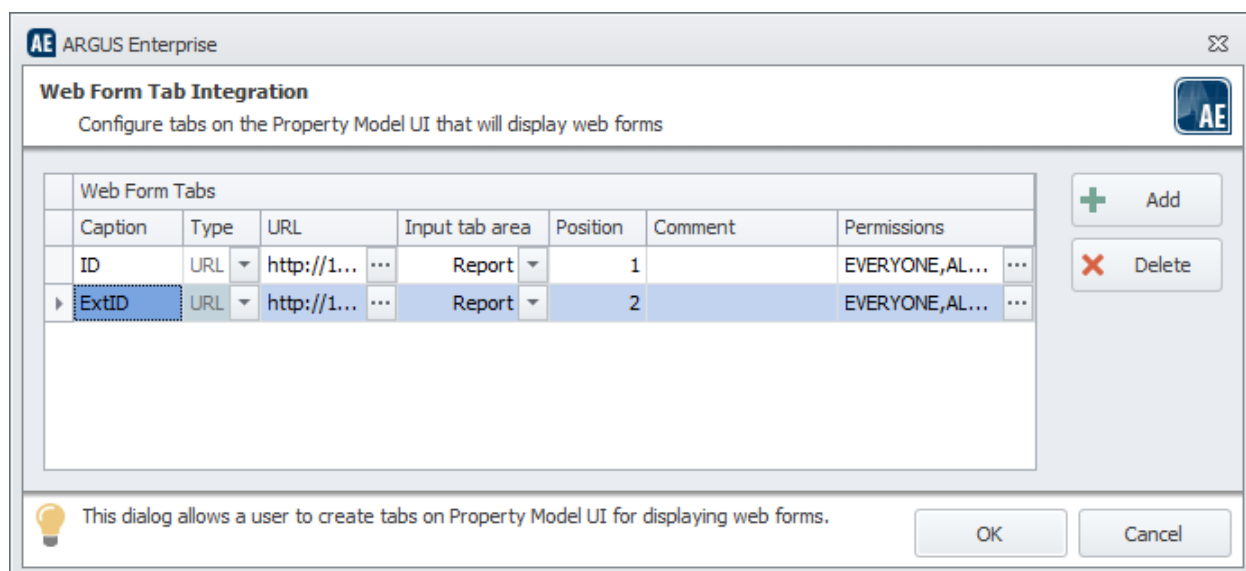


To add a web form, click **New**.

To delete a selected web form, click **Delete**.

Caption

Type a caption for the web form.

## Type

Select the tabs you want to include:

• **URL:** If you do not have access to the Business App Toolkit, the **Type** field is automatically populated with a URL.

• **Dataset:** To select a dataset.

• **Form:** To select a form.

• **Report:** To import reports from the Business App Toolkit with **Enable AE Integration** selected.

## Custom Item

Available if you selected Dataset or Form in the **Type** field.


Select the appropriate form or dataset.


See Also: Custom Reports

Repertoire Reports

Business App Toolkit

## URL

Available if you URL in the **Type** field.

Type the full URL for the web page you want to display. If you selected Dataset, Form, or Report in the **Type** field, the **URL** field automatically displays the URL for the selected form, dataset, or report.

   **Example:** To display Google, you would enter the URL http://www.google.com.

## Input Tab Area

Choose from:

• Report (Default)

• Input

## Position

Indicate the position in which you want the tab to be displayed. Tabs with higher numbers are added to the right. For example, the following screen image shows three integrated web form tabs, along with their positions (in orange).
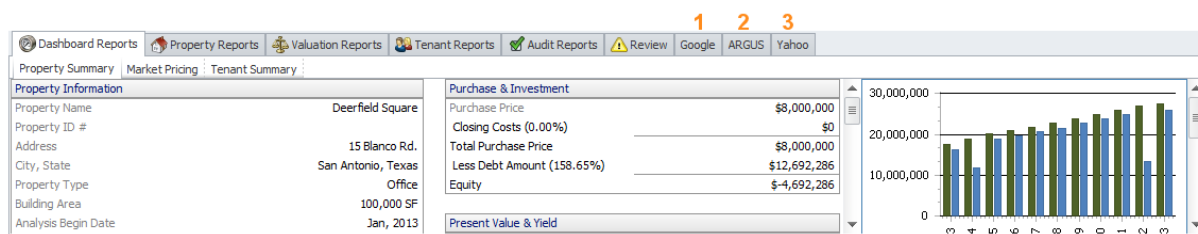
## Comment

You can use the **Comment** field to enter any additional notes.

## Permissions

Before the web form can be available for a user, the appropriate permissions must be assigned.

1.  Click ··· in the **Permissions** field to assign permissions.

2.  Click **OK** to apply your entries.

3.  Click **Close** to discard them and close this window.

4.  Click **OK** to apply your entries and **Close** to discard them and close this window.
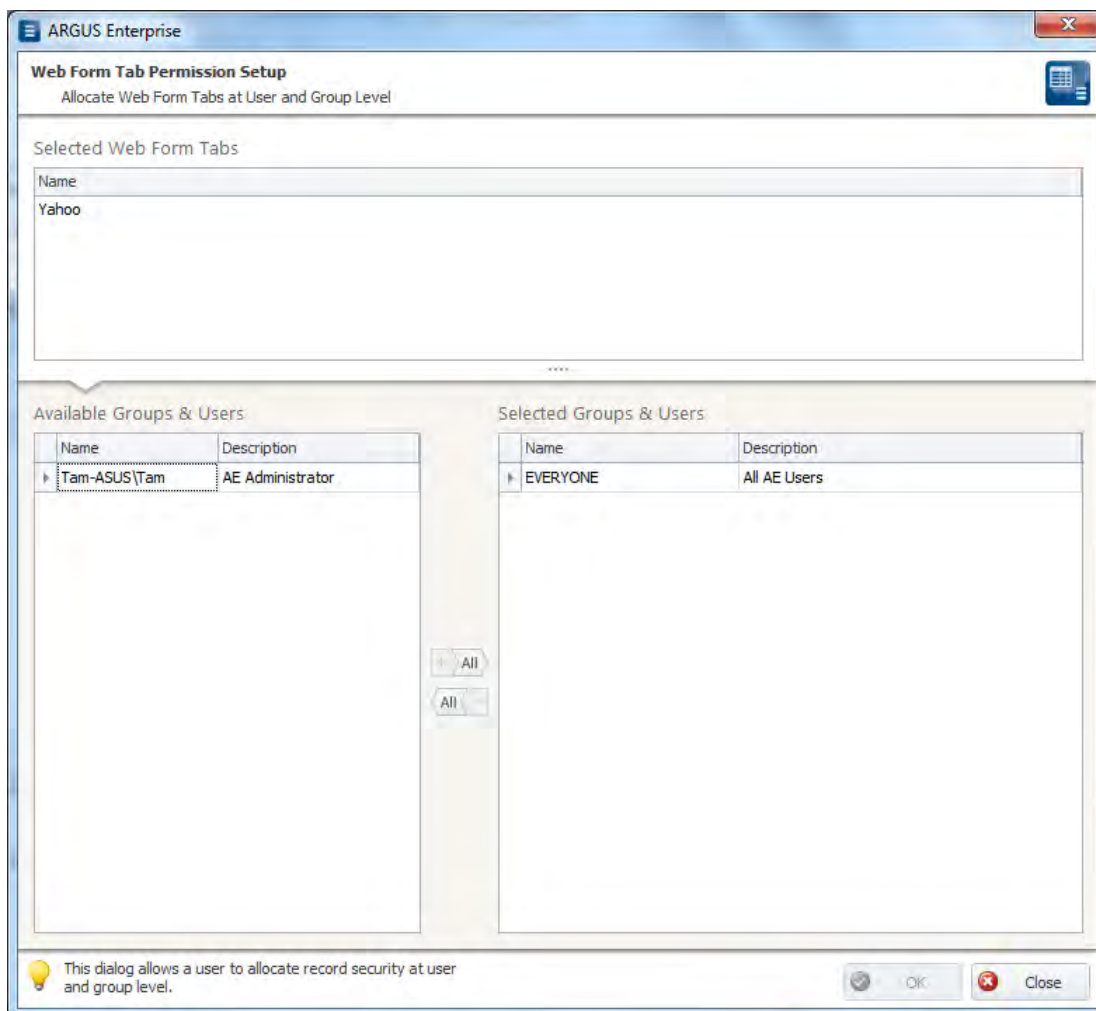


## Selected Web Form Tabs

Lists the web form for which you can assign permission.

## Available Groups & Users

Lists the groups and users who have not been assigned permission to view the web form tab.

## Selected Groups & Users
Lists the users who currently have permission to view the web form tab.

## Assigning Permission / Removing Permission
Use the arrow buttons to assign/remove permission for viewing the web form tab.

# Administration: eFront FrontInvest Options

**Navigation: File>Control Panel>eFront FrontInvest Options**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can view and edit the eFront FrontInvest Options window. However, settings are only applied to the linked On-Premises connection. When connected to only the linked ARGUS Cloud connection, the Web Form Integration button disables and this window is inaccessible.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

**eFront FrontInvest Options** allows a **system administrator** to configure access to structured investment features.

See Also: Administrative Features

**Note:** This feature is only available if you have the appropriate system rights and permissions.

eFront FrontInvest Options window

Click **OK** to apply your entries.

Click **Close** to discard your changes and close this window.

Check the **Enable FrontInvest integration** box to edit the settings below.

### FrontInvest Web Site

This section requires you to provide your login information.

### Server Host Name / IP Address

Type the server host name/IP address in the field provided.

### Authentication Mode

Select an authentication mode. Choose from:

• HTTP Login Request

• Windows Authentication

### User ID

Type your user ID in the field provided.

### Password

Type your password in the field provided.

### FrontInvest Database Connection

This section requires you to provide your database connection information.

### Server

Type your server name or select your server name in the pick list.

### Authentication
Select an authentication type. Choose from:

- Windows Authentication

- SQL Server Authentication

### User ID
Type your user ID in the field provided.

### Password
Type your password in the field provided.

### Database
Type your database name or select your server name in the pick list.

### Test Connection
Click **Test Connection** to validate your connection settings.

# Administration: Data Import Validation Rules

**Navigation: File>Control Panel>Data Import Validation Rules**

## ARGUS Cloud

Administrators connected to On-Premises and ARGUS Cloud databases can manage **Data Import Validation Rules** for both locations simultaneously within the same window. The **Data Import Validation Rules** window is global data and any changes made apply to both locations. When connected to only one location, the **Data Import Validation Rules** button disables.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

Import Validation Rules allows **system administrators** to manage the property import validation rules.

See Also: Administrative Features

### Property Data Validation Rules window

This window lists:

- Result Type

- Record Type

- Default Action: To change the default action, select an action in the pick list.

# Administration: Workflow Status

**Navigation: File>Control Panel>System Settings>Workflow Status**

## ARGUS Cloud

Administrators connected to On-Premises and ARGUS Cloud databases can manage **Workflow Status** for both locations simultaneously within the same window. The **Workflow Status** window is global data and any changes made apply to both locations. When connected to only one location, the **Workflow Status** button disables.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

Workflow Status allows **system administrators** to configure the workflow status settings for the system.

See Also: Administrative Features

**Note:** This feature is only available if you have the appropriate system rights and permissions.

•    New allows you to add a workflow status.

•    **Insert** allows you to insert a workflow status above a selected line.

•    **Delete** allows you to delete an existing workflow status.

•    Use the up and down arrow buttons on the right side of the window to move a status to a different position in the list.

Edit Workflow Status Options window
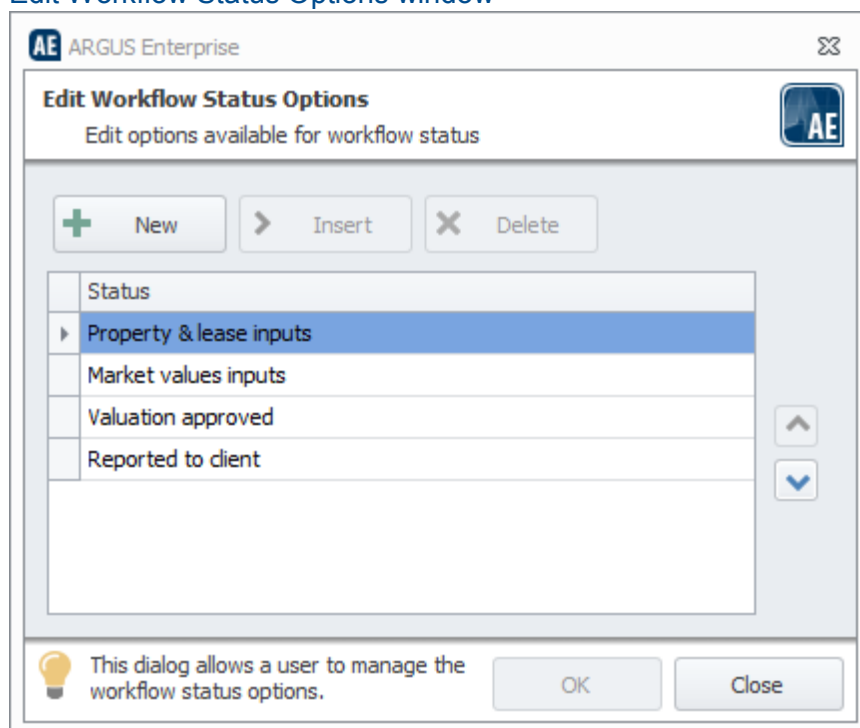
## Status

1. Type a description.

2. Click **OK.**

3. Click **Close** to discard and close this window.

# Administration: XL4ADW Settings

Navigation: File>Control Panel>XL4ADW Settings

## ARGUS Cloud

Administrators connected to On-Premises and ARGUS Cloud databases can manage **XL4ADW Settings** for both locations simultaneously within the same window. The **XL4ADW Settings** window is global data and any changes made apply to both locations. When connected to only one location, the **XL4ADW Settings** button disables.

For more information, see Getting Started with ARGUS Cloud.



## Purpose

**Add-In Settings** allows **system administrators** to determine ARGUS Enterprise-Excel Add-in options:

- External ID options

- Import Error options

- Schedule cleanup tasks

## XL4ADW Settings

| Field | Description | Notes |
|---|---|---|
| **External ID Options** | Warning: Make changes to these options with extreme caution:<br><br>**System Managed - Use Name Field:** Uses the name field for the external ID.<br><br>**System Managed - Use Lease and Acct IDs if available**<br><br>**User Will Manage External IDs** | Changing this setting to Use Name Field cause the existing Lease and Account IDs to be replaced. |
| **Populate Lease ID if Empty** | Any missing lease ID field populates with the integer lease ID. | |
| **Import Error Options** | Select a parameter that controls when an import fails:<br><br>Fails on Error Rows<br><br>Fails on Any Error | |
| **Number of Days to Retain Import Data** | Select/type a number of days that the system stores the import data before automatically deleting it. | |
| **Schedule Time for Clearing Import Data** | Select/type a time that import data is deleted from the system. | For instance, you can schedule this process after regular business hours to prevent the extra load on the process server. |

See Also: ARGUS Enterprise Add-In
Administrative Features

# Report Packages

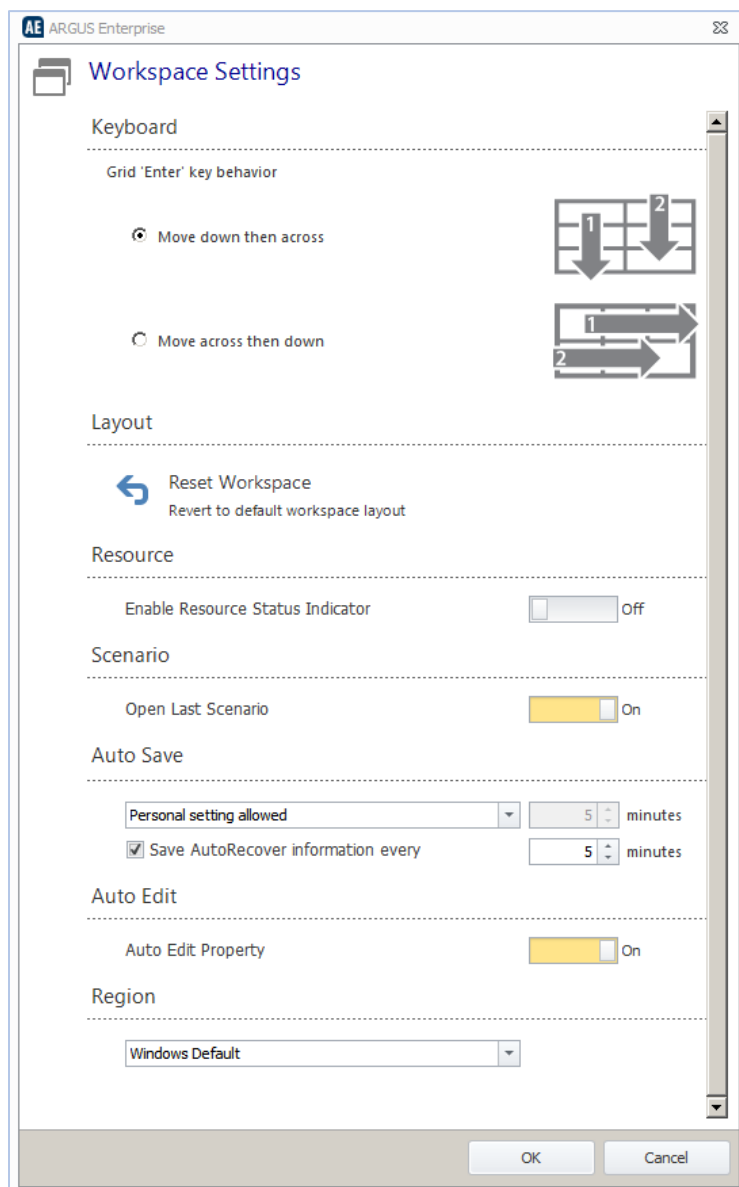Navigate to File>Control Panel>Report Packages.

## ARGUS Cloud

Administrators connected to On-Premises and ARGUS Cloud databases can manage **Report Packages** for both locations simultaneously within the same window. The **Report Packages** window is global data and any changes made apply to both locations. When connected to only one location, the **Report Packages** button disables.

For more information, see Getting Started with ARGUS Cloud.

Topic Contents
Setting up a Report Package
Exporting Report Packages
Printing Report Packages

## Purpose

Report Packages allow you to facilitate exporting a group of reports for each property into Excel templates for analytics and regular reporting. You can create/edit report packages in order to:

• Set sharing/output settings for report packages.

• Run a report package against the properties selected in the properties list.

• Send report packages to the printer or excel.

**Note:** You must have the matching permissions to create/edit report packages.

See Also: Permissions

## Setting up a Report Package

Use this procedure to set up a Report Package.

Before you begin: Navigate to File>Control Panel.

1. Click **Report Packages.**

Result: The Report Packages popup appears.

2. Click **Add**.

Option: Click **Duplicate** to copy a report package.

Option: Click **Delete** to delete a report package.

3. Type a **name** for the report package.

4. Type a **description** for the report package.

Option: Click **Shared** to share/unshare the package with other users.

5. Navigate to the **Available Reports>Report Name** list.

Click a **left arrow** to expand a category.

6. Click on **reports** you wish to include.

- Shift + click selects multiple reports.

- Ctrl + A selects all reports in the expanded category.

7. Click to add some or all reports in the expanded category.

Option: Click the plus button  repeatedly to add multiple instances of the selected report(s).

Option: Click the  to select either **Global** or report specific **Report Options**.

8. In the Selected Reports>Report Name list, review the **selected reports.**

9. Click **Apply** to save the report package and keep the popup open.

Option: Click **OK** to save changes and close the popup.

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

## Exporting Report Packages

Use this procedure to export Report Packages to Excel workbooks.

Before you begin: Navigate to File> Open Portfolio.

1.    Click [Report Packages icon] on the ribbon for a popup pick list.

2.    Click to choose a **report package** from:

•      Personal: These packages are only for your use.

•      Shared: These packages can be shared with other users.

3.    Select a **report package**.

4.    Click **Export**.

Result: The report package popup appears.

Option: Check the **Export to Single File** box to export report packages for two or more properties into one Excel workbook.

Option: Uncheck the **Export to Single File** box to export report packages for two or more properties into separate workbooks for each property.

Note: A system memory message displays when you export more than 255 sheets into a single workbook. If your system experiences a memory issue you can reduce the number of properties included in your report package.

5.    Verify your Export Directory. Click the ellipsis button [...] to change your file destination.

6.    Click **Start**.

Result: The Status field displays as Calculating. When it is finished the field displays as Complete and your reports are in your file destination as Excel spreadsheets.

7.    Click the **Property title hyperlink** to launch your reports file.

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


**See also:** Report Ribbon

## Printing Report Packages

Use this procedure to export a Report Package.

Before you begin: Navigate to File> Open Portfolio.

1.    Click [Report Packages icon] on the ribbon for a popup pick list.

2.    Click to choose a **report package** from:

•      Personal: These packages are only for your use.

•      Shared: These packages can be shared with other users.

3.     Select a **report package**.

4.     Click **Print**.

Result: The report package popup appears.

5.     Click **Start**.

Result: The print popup appears.

6.     Select/type **print information**.

7.     Click **Print**.

Result: The Status field displays as Calculating. When it is finished the Print popup appears.

8.     Select your **print preferences**.

9.     Click **Print** to print your report.

# Getting Started with ARGUS Cloud

## Introduction

ARGUS Cloud is a cloud based solution providing dedicated cloud storage for ARGUS data. ARGUS Cloud allows you to integrate with Altus platform applications like ARGUS Acquire and other third party applications by leveraging the ARGUS Services APIs and infrastructure in the cloud platform. You can connect to your Organization's ARGUS Cloud data store and existing On-Premises data store simultaneously from ARGUS Enterprise.

With ARGUS Cloud, you can:

- View, read, and edit AE data from both On-Premises and ARGUS Cloud databases.

- Access AE data when outside the Organization's network.

- Enable 3rd party users from outside the Organization to access and collaborate on AE data.


Note: You can only provision one ARGUS Cloud database for each Organization.


## Link Databases: On-Premises and ARGUS Cloud

You now can connect to both On-Premises and ARGUS Cloud databases simultaneously by linking the databases together. To set up linked connections, follow the steps below:

Warning: Once linked, databases cannot unlink.

### ARGUS Cloud Setup Wizard

**Before you begin**, to successfully run the setup wizard:

- You must be an **Administrator** in the Organization's ARGUS Cloud database and On-Premises database.

- You must have the **Can manage ARGUS Cloud Setup Wizard** permission activated. To edit permissions, see Roles.


Use this procedure to complete ARGUS Cloud setup:
1. Launch **ARGUS Enterprise**.

2. **Connect** to the database for linking.

3. Select **Control Panel**.

4. Click the **ARGUS Cloud Setup Wizard** button.

5. Type your **credentials**.

6. Select the **Organization** to link to your On-Premises database.

7. Click **Next**.

   Result: A list of tasks appears.
8. Click **Finish**.

Result: The setup process launches. Setup Process transfers all Global Data from the On-Premises database to the ARGUS Cloud database.

> Click **Close** once all tasks are complete.
> Note: Click **Finish** to retry if any tasks fail.
> Option: Return to this screen to re-run the setup process if any tasks are out of sync.

Once linking is complete, an **ARGUS Cloud Connection** creates in the Manage Connections window.

Note: The user who initially runs the wizard is automatically added to the **ARGUS Cloud Administrator** role.

## Connecting to Linked Databases

To connect to **both On Premise and ARGUS Cloud databases**, follow the steps below:

1. Click **Connect**.

2. Select the linked **On-Premises database** connection.

   Result: **ARGUS Cloud Connection** window appears.
   Option: Click **Close** to connect only to your On Premise database.

3. Type **User ID**.

4. Type **Password**.

5. Click **OK**.

   Result: Once credentials accept, your ARGUS Enterprise platform displays data for both databases.
   Note: ARGUS prompts you to sign into ARGUS Cloud each time you connect to the linked connection.
   Important: Clicking **Disconnect** disconnects both database connections.
   Option: To **only connect to ARGUS Cloud**, see Managing Connections.

# Adding ARGUS Cloud Users

See Server User Allocation.

## User Interface

Once you connect to both locations, you can view data from both databases. An additional **Location** field displays in grids to identify which database contains the stored data.

Some data is Global Data and any updates save to both On-Premises and ARGUS Cloud databases. Non-Global Data does not sync and any updates save to a single database.

For more information, continue to the sections below.

### Portfolios and Properties Data

Portfolios and Properties are not Global Data and updates are made to either or both locations. You can organize data by using the **Location** field found in various windows. To view information for a specific window, see links below:

Recent Properties
Property Portfolios
      Importing a Property
      Duplicating a Property
      Property and Tenant Filters
      Navigator Pane
      Audit Log
Investment Portfolios
Sensitivity Assumptions
Control Panel
      System
      Web Form Integration
      eFront FrontInvest Options
      ARGUS Voyanta Integration

### Global Data

Global Data changes are simultaneously updated to both locations when connected to a linked connection. To keep Global Data in sync between both locations, certain data functionality is limited when connected to only one location. When connected to only one linked connection, global data windows display a warning message: "Some of the features on this page have been disabled. Please connect to both On-Premises and ARGUS Cloud connections to access all the features."

Note: When Global Data is out of sync between On-Premises and ARGUS Cloud connections, a **Retry** pop-up displays for you to click to sync data.

To view information for a specific window, see links below:

Views
Charts of Accounts
Net Effective Rent
Global Categories
      Manage Indices
      Manage Inflation Rates

# User Settings: Workspace Settings

**Navigation: File>Control Panel>System Settings>User Settings>Workspace**

## ARGUS Cloud

Administrators connected to On-Premises and ARGUS Cloud databases can manage **Workspace** for both locations simultaneously within the same window. The **Workspace** window is global data and any changes made apply to both locations. When connected to only one location, the **Workspace** button disables.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

Workspace allows you to change default keyboard behavior settings.

## Workspace Settings

### Keyboard

| Field | Description | Notes |
|---|---|---|
| **Grid 'Enter' Key Behavior** | **Move down then across:** When you press the Enter in a spreadsheet grid, the active cell focus moves to the adjacent cell directly below. If the active cell is in the bottom row of a column, pressing Enter moves the focus to the top cell in the adjacent to column to the right. | |
| | **Move across then down:** When you press the Enter key in a spreadsheet grid, the active cell focus advances one cell to the right. If the active cell is in the right-most column, pressing Enter advances the active cell to the first column of the row below. | |

### Layout

| Field | Description | Notes |
|---|---|---|
| **Click Reset** | Resets your workspace to the default layout. | |

### Resource

| Field | Description | Notes |
|---|---|---|
| **Enable Resource Status** | **On:** Activates a Free Physical Memory display in the bottom left of your screen. Off | |

### Scenario

| Field | Description | Notes |
|---|---|---|
| **Open Last Scenario** | Turn on the slider. Automatically opens to the last saved scenario in your next session. | |

### Auto Save

Specify the intervals of when a backup file saves to restore if your computer crashes.

### AutoRecover Setting Procedure

1. Select an **Auto Save option.**

2. Type a **number** in the minutes field(s).

3. Click **OK** to save the setting changes and close the Workspace Pop-Up.

Note: Auto Save does not take place if nothing has changed.

For more information, see Recovery Files Pane.

| Field | Description | Notes |
|---|---|---|
| **Personal setting allowed** | Check the **Save AutoRecover information every** box to type in the  minutes of how often the system automatically saves your data. | Available if **Auto Save** is selected in **Permissions** in **Security Roles.** |
| **Auto Save turned off - global** | The system does not automatically save your data. | Assign global **Auto Save** options in **Security Roles.** |
| **Auto Save on - global time limit set** | Type in minutes to set how often the system automatically saves your data. | Assign global **Auto Save** options in **Security Roles.** |
| **Auto Save on - personal time limit allowed** | Check the **Save AutoRecover information every** box to type in the  minutes of how often the system automatically saves your data. | Available if **Auto Save** is selected in **Permissions** in **Security Roles.** |

## Auto Edit

| Field | Description | Notes |
|---|---|---|
| **Auto Edit Property** | **Off:** Opens a property with **Edit** function off. Click **Edit** to edit the property. **On:** Opens a property with **Edit** function on. | |

## Region

| Field | Description | Notes |
|---|---|---|
| **Region** | **Windows Default:** Upon installation, the region default setting is Windows Default. If the install is in the United Kingdom region,  the install will be English (United Kingdom). Any other location will be English (United States). **English (United States):** Same as the Default setting: • Currency is **USD**, area measures are **SF** and view is **AE Default** view. • Displays **US spelling** (EX: Capitalization). • Displays these **UI references** at property level: Reports/Inputs/views: • **Percentage Rent** • **CPI** | When you toggle between region settings, the currency and the area of measure for **existing portfolios and properties** will remain unchanged. If you change regions, you must **reconnect** to your database before your View changes. When you change the region, the Global Categories section automatically changes to match. When you create a **new portfolio/property**, the settings for the **Region** |

| | | |
|---|---|---|
| | • **Free Rent**<br><br>**English (United Kingdom):**<br><br>If the install is in United Kingdom or Region is set to English (United Kingdom) then these defaults apply:<br><br>• Currency is **GBP**, area measures are **SF** and view is **UK Traditional Valuation** view.<br><br>• Displays **UK spelling** (EX: Capitalisation).<br><br>• Displays these **UI references** for property level Reports/Inputs/Views:<br><br>• Percentage Rent as **Turnover Rent**<br><br>• CPI as **Indexation**<br><br>• Free Rent as **Rent Free** | selected in Workspace Settings apply. |

# ARGUS Asset Management Files

ARGUS Asset Management files (formerly DYNA) can be converted to ARGUS Enterprise.

For more information, please contact your ARGUS representative.

See Also: Contact Us

# Administration: Managing Connections

**Navigation: File>Connect**

## Purpose

Configure connection settings.



## Connection Options

Click **Connect** to use pre-configured settings.

- Click **New Connection** to select the server type in the pick list.

- Click **Edit Settings** to make changes to the connection.

- Click **Delete Connection** to delete the selected connection.

## Adding a Workstation Connection

If your databases are hosted on your company's server, use **Workstation Connection.**

1.   Click **Connect**.

Result: The Manage Connections popup appears.

2.   Click **New Connection.**

3.   Click **Workstation Connection** in the pick list.

Result: SQL Server Connection popup appears.

4.   Type/select information for:

- Administration

- Settings

5. Click **Test Connection.**

6. If the test **succeeds**, click **OK.**

7. If the test **fails**, review the connection information and click **Test Connection.**

8. Click **Connect** on the Manage Connections popup.

## Adding a Client-Server Connection

If your databases are stored on an ARGUS server, click **Client-Server Connection.**

1. Click **Connect**.

Result: The Manage Connections popup appears.

2. Click **New Connection.**

3. Click **Client-Server** in the pick list.

Result: The ARGUS Enterprise Server Connection popup appears.

4. Type/select information for:

• Administration

• Settings

5. Option: If using Argus On Demand, select **Argus On Demand (AOD) Connection.** If not, do not fill out the fields under this option.

6. Click **OK.**

7. Click **Connect** on the Manage Connections popup.

## Adding an ARGUS On Demand Connection

If you are an AOD user with either a Workstation or Server installation of ARGUS Enterprise, then you can connect to your AOD database through the ARGUS On Demand Connection.

**Before Getting Started: Confirm that your ARGUS On Demand subscription is active.**

1. Click **Connect**.

Result: The Manage Connections popup appears.

2. Click **New Connection** and select **ARGUS On Demand Connection**.

3. Type the **User ID/Password**.

Option: Click the **Click here** hyperlink to reset your AOD password.

Note: If you see a popup that reads **Incompatible Database Version,** continue to the procedure **Fix Incompatible Database Version for ARGUS On Demand Connection.**

4. Click **OK**.

Option: Click **Delete Connection** to delete this AOD connection and click **Yes** in the Delete Connection Settings popup.

Note: You must sign in each time to connect to AOD via ARGUS Enterprise.

## Fix Incompatible Database Version For ARGUS On Demand Connection

When you sign, if you  see a popup that reads **Incompatible Database Version,** follow the procedure below:

1.  Click **Download**.

Result: A web browser opens with the AOD login page.

2.  Login to your AOD account.

3.  Install the newer version of ARGUS Enterprise.

4.  Sign in to AOD via the AE Manage Connections popup in order to access your database.

## Adding an ARGUS Cloud Connection

If you have ARGUS Cloud credentials, follow the steps below to create your connection.

1.  Click **Connect**.

Result: The Manage Connections popup appears.

2.  Click **New Connection** and select **ARGUS Cloud Connection**.

3.  Type the **User ID/Password**.

4.  Click **OK**.

Option: Click **Delete Connection** to delete this ARGUS Cloud connection and click **Yes** in the Delete Connection Settings popup.

Note: You must sign in each time to connect to ARGUS Cloud.

## Linked Connections: On-Premises and ARGUS Cloud

See, Getting Started with ARGUS Cloud.


For more information on connection types, view the Installation Guides on our downloads page: **https://argus.altusgroup.com/argus-enterprise-downloads/**

# Administration: XL4ADW Settings

Navigation: File>Control Panel>XL4ADW Settings

## ARGUS Cloud

Administrators connected to On-Premises and ARGUS Cloud databases can manage **XL4ADW Settings** for both locations simultaneously within the same window. The **XL4ADW Settings** window is global data and any changes made apply to both locations. When connected to only one location, the **XL4ADW Settings** button disables.

For more information, see Getting Started with ARGUS Cloud.



## Purpose

**Add-In Settings** allows **system administrators** to determine ARGUS Enterprise-Excel Add-in options:

- External ID options

- Import Error options

- Schedule cleanup tasks

## XL4ADW Settings

| Field | Description | Notes |
|---|---|---|
| **External ID Options** | Warning: Make changes to these options with extreme caution:<br><br>**System Managed - Use Name Field:** Uses the name field for the external ID.<br><br>**System Managed - Use Lease and Acct IDs if available**<br><br>**User Will Manage External IDs** | Changing this setting to Use Name Field cause the existing Lease and Account IDs to be replaced. |
| **Populate Lease ID if Empty** | Any missing lease ID field populates with the integer lease ID. | |
| **Import Error Options** | Select a parameter that controls when an import fails:<br><br>Fails on Error Rows<br><br>Fails on Any Error | |
| **Number of Days to Retain Import Data** | Select/type a number of days that the system stores the import data before automatically deleting it. | |
| **Schedule Time for Clearing Import Data** | Select/type a time that import data is deleted from the system. | For instance, you can schedule this process after regular business hours to prevent the extra load on the process server. |

See Also: ARGUS Enterprise Add-In
Administrative Features

# Classifications

**Navigation: Property Editor>Inputs>Property>Classifications**

## Purpose

Allows you to classify individual assets.

•    Select from the available property classifications in the Group By parameter of many Repertoire Reports (this varies by report).

•    Filter properties by the available property classifications in Sensitivity Analysis for the purposes of applying batch changes to inputs associated with properties matching the classification selection.

Note: Creating and editing classifications is an administrative function. Only users with appropriate rights are able to create or edit property classifications.

| Classification | Value | Warnings |
|---|---|---|
| Asset Manager | John Smith | |
| Fund | Value Fund | |
| Property Manager | Joe Lawrence | |
| Region | Southwest | |

| Field | Description | Notes |
|---|---|---|
| **Classification** | Select a classification to apply to an asset. | You can create classifications/values in Global Categories: Managing Classifications. |
| **Value** | Select the value you want to associate with the asset. | |
| **Warnings** | Review any warnings. | |

See Also: Repertoire Reports
Sensitivity Analysis

# Administration: System Settings

**Navigation: File>Control Panel>System Settings>System**

## ARGUS Cloud

Users connected to On-Premises and ARGUS Cloud databases can view and edit the **System Settings** window. However, certain settings apply only to the linked On-Premises connection. **Default Audit Level** and **Local Machine Resource Usage** settings (global data) apply simultaneously to both locations. When connected only to the ARGUS Cloud connection, the **System** button disables and this window is inaccessible.

For more information, see Getting Started with ARGUS Cloud.

## Purpose

System Settings allows system administrators to configure the system settings. This feature is only available if you have the appropriate system rights and permissions.

Click each tab to toggle through the setting popups:

System
Attachments
Reporting
Processing

## System

Sections include:

- System

- Browser Options

- Product Usage Information

| Fields | Description | Notes |
|--------|-------------|-------|
| **Default Audit Level** | **None:** No audit trail data is recorded.<br><br>**Basic (Default):** Version number of the property asset model is incremented and the basic change set information is recorded as follows:<br><br>1. User name<br>2. Date and time of change<br>3. Triggering action<br>4. Level of audit detail being tracked when the audit entry was recorded<br>5. Version of the software when the audit entry was recorded<br>**Intermediate:** Version number of the property asset model is incremented, the basic change set information is recorded, and KPI's and financial lines are recorded against the change set. Also, record details for each business entity are changed include the following:<br><br>1. Business entity name<br>2. Type of change (inserted/modified/deleted)<br>**Detail:** Basic and intermediate audit levels are captured and a version of the entire property asset model is stored. | When **ARGUS Cloud** users connect:<br><br>• Only to the linked On-Premises, this drop down disables.<br>• To both linked connections, any changes made update simultaneously to both locations. |
| **Enable Compatibility Mode for** | Only System Administrators can access and change these options in order to view/hide calculated results that match | |

| Prior AE Versions (11.0 & 11.5) | the same version as the original file version:<br><br>**Yes:** Can calculate, batch calculate or import/export the file as a lower version.<br><br>**No:** For upgrades, this is the default selection. Cannot calculate, batch calculate or import/export the file as a lower version. | After you change this option to Yes, you must close and reopen a property to see updates to the Calc As option for that property. |
|---|---|---|
| **Import DCF File** | **Web Service:** Converts your DCF files to AE properties via a web service. If the file fails, a message appears in the Web Service Log that indicates the reason the file failed to import. If you do not have web access, then AE uses the local importer and imports the file automatically.<br><br>**Local:** Converts your DCF files to AE properties locally. If you do not want to send files across the web, select this option. | For a select Client install, if registration of the .sf DCF component fails, an error popup appears when you attempt to import/export. Click the Help button or see ARGUS DCF Compatibility Reregister for the steps to re-register. |

## Browser Options

| Fields | Description | Notes |
|---|---|---|
| **Customer Feedback** | Turn off customer feedback: Hides the Customer Feedback form.<br><br>Allow customer feedback (Default): Shows the Customer Feedback form. | |
| **Attachment Options** | **Disable URL option (Default):** User cannot attach anything other than a file type.<br><br>Use limited embedded browser: User can navigate to that page only. Address bar is disabled.<br><br>**Use full embedded browser:** User can navigate to that page. Address bar is disabled. User can right click with limited navigation capability.<br><br>Use default browser: User can access full default browser navigation. | |
| **Business Application Toolkit (BAT)** | **Use limited embedded browser:** User can navigate to that page only. Address bar is disabled.<br><br>**Use full embedded browser (Default):** User can navigate to that page. Address | BAT is a web form that allows you to define additional information in the property editor. |

| | bar is disabled. User can right click with limited navigation. | You can use the BAT to define a URL and display it as an input/report tab. |
|---|---|---|

Note: You can set up audit trail options as the default for all new scenarios while maintaining existing permissions for editing the system settings.

## Product Usage Information

| Fields | Description | Notes |
|---|---|---|
| **Help Improve our products and services by sharing product usage information with ARGUS (R)Software.** | Checked: Shows the Customer Feedback form.<br><br>Unchecked: Hides the Customer Feedback form. | |

See Also: Audit Trail
Importing a Property
Web Form Integration

## Attachments

Define file attachment limits in order to protect against potential security risks.

| Fields | Description | Notes |
|---|---|---|
| **Attachment Directory** | The default attachment directory is <CommonApplicationData>Argus Software\ARGUS Enterprise (Current Version)\Attachments. | Option: You can type/paste a new directory to save attachments. |
| **Minimum File Size (KB)** | Type a number to define the minimum file size allowed for attachments. | |
| **Maximum File Size (KB)** | Type a number to define the maximum file size allowed for attachments. | |
| **File and URL White Lists** | The File White List and URL White List allow you to determine which file types or URLs are allowed as attachments for a property. | If no file types are defined then a user can import any file not included in the system pre-defined File Blacklist. Attempting to upload a file that does not meet the criteria you have defined generates an error message. |

## Adding Extensions to the White List

**Before you begin:** Navigate to File>Control Panel>System Settings>System.
1.  Click the Attachments tab.

2.  Click **File White List** or **URL White List**.

Result: The Attachment Extensions popup appears.

3.  Click **New** to add a new allowed extension.

4.  Type file extensions you want to white list such as: PDF JPG

5.  Click **OK** to apply your changes.

Option: Click **Close** to discard them and close the popup.

## File Blacklist

The Blacklist is an internal list of banned file attachment types. You cannot see or see or directly modify the blacklist, it is an industry standard of file types known to be a danger.
Blacklist file types include:
*   .EXE

*   DLL

*   .AVUX

*   .BAT

*   .SQL

*   .JSP

*   .PHP

*   .ASP

*   .ASPX

*   .CMD

*   .URL

*   .LNK

*   .COM

Note: AE allows the .com extension for a domain name.

**See Also:** Property Attachments

## Reporting

Choose whether local machines or the SQL reporting server is used for reports.

| Fields | Descriptions | Notes |
|--------|--------------|-------|
| **Local Reports** | Specify a report folder for local reports by clicking ⋯. | |
| **SQL Server Reporting Server** | **Report Server URL:** If **SQL Server Reporting Server** is selected, you can specify the report server URL.<br><br>**Report Server Folder:** If **SQL Server Reporting Server** is selected, you can specify the report service folder. | |

## Processing

Depending upon your permission level, you may be able to specify one of the following process options:

| Fields | Descriptions | Notes |
|--------|--------------|-------|
| **Processing** | **Process on my local machine:** All process service operations is handled on the local machine. This uses the local CPU for conducting the calculation operations and may impact the speed of the users system and the time to complete a large number of operations.<br><br>**Process on a shared server:** All process service operations are handled on the AE process service designated. An external AE Enterprise service provides this and offloads all the calculations and operations using the process service.<br><br>**Process on my local machine and on a shared server:** The shared server and the local machine both work through the queue. They each check for the next available task to process and go through them together. This entails additional load on the local workstation so the system experiences higher usage as it is not being handed off solely to a separate process server. | |
| **Local Machine Resource Usage** | This option is **only for workstation installation users** who have powerful machines that can process multiple jobs in the background. Higher numbers on the scale result in faster performance while using more machine resources. | To monitor your resource use, turn on the Resource Status Indicator.<br><br>When workstation **ARGUS Cloud** users connect: |

| | Click and slide the **Local Machine Resource Usage** control to assign the number of queue tasks to run on your machine. | • Only to the linked On-Premises, this drop down disables.<br>• To both linked connections, any changes made update simultaneously to both locations. |
|---|---|---|
| **Queue Maintenance** | **Last Maintenance Ran:** Displays date and time your last maintenance ran. If you have never run a maintenance, then a blank displays.<br><br>**Next Schedule Maintenance:** Type/select a date and time for your next scheduled maintenance.<br><br>Click **Schedule Today** to run maintenance immediately.<br><br>**Frequency of Maintenance (days):** Type a number of days. After queue maintenance has run, then the Next Scheduled Maintenance Date resets itself.<br><br>**Date Removed After (days):** Type a number of days. System deletes queued jobs and associated tasks older than the number of days entered. | Set up queue maintenance to delete old jobs from the queue to improve speed and performance. Default setting is **off**. |

See Also: Administrative Features

# Administration: Server User Allocation

## ARGUS Cloud

ARGUS Cloud Administrators connected to On-Premises and ARGUS Cloud databases can assign ARGUS Cloud credentials against existing On-Premises IDs via the **Users** button. Once the user logs in successfully with their ARGUS Cloud credentials, the user's On-Premises permissions, permission groups and roles sync to the ARGUS Cloud database. The **User License Management** window is global data and any changes made apply to both locations. When connected to only one location, the **Users** button disables.

For more information, see Getting Started with ARGUS Cloud.

## AE Module Packages and Module Licenses

### Parameters for Module Packages

Click **File>Help** to view the licenses and module packages. You can also view package details in the AE Configuration window in the Licensing tab.
Note: All modules in a package are active when licensed to an AE user.

| Allowed | Not Allowed |
|---|---|
| Administrators can assign multiple packages to the same user ID. | Administrators cannot assign modules in a package to multiple user IDs. Note this update does not change the allocation allowance for pre-existing clients. |
| Administrators can combine package features and non-package features for one user ID. | Administrators cannot assign more licenses than the number of licenses purchased. **Selected/Available** row is shaded red for the columns where licenses are over allocated. |

### Module Packages

Select the Module Package that matches your license.

Note: Symphony is now the Business App Toolkit.

| Module Package | Includes |
|---|---|
| **Basic Edition** | Valuation Cash Flow<br>Portfolio Reporting<br>Property Budget<br>Business App Toolkit (Read-Only) |
| **Standard Edition** | Valuation Cash Flow<br>Portfolio Reporting<br>Sensitivity Analysis<br>Property Budget<br>Business App Toolkit (Read-Only) |
| **Complete  Edition** | Valuation Cash Flow<br>Portfolio Reporting<br>Sensitivity Analysis<br>Investment Structures |

| | Property Budget<br>Business App Toolkit (Read-Only) |
|---|---|
| **Reporting User** | Property Reporting<br>Portfolio Reporting |

See also, Offline Usage.
User License Management

## Managing Users and Module Licenses

The Administrator of ARGUS Enterprise is, by default, the user account that performed the installation on the Application Server. The Administrator is the only user with access until another user account is added from the Control Panel. ARGUS Enterprise uses Windows Authentication to validate the user's identity in a [Domain Name]\[User Name] format.

**Note:** This feature is only available if you have the appropriate system rights and permissions.

### Add a user, delete a user and manage user module licenses

1.  Navigate to **File>Control Panel**.

2.  Select **Security>Users: Manage users and assign licenses to users**.

Result: The User License Management popup appears with existing users listed and a blank row available for a new user. The Total Module Licenses for each module displays across the top and the Selected/Available seats for each module display across the bottom.

Note: If you have more Selected than Available licenses for a module the cell displays red.

3.  Type the **User ID** for the user you wish to add.

4.  Type the user's **Full Name** or a Role title.

5.  Check/uncheck **boxes** to add or remove user access.

Option: To **Delete a User** from the system and all Roles select the user and click **Delete**.

Note: User's shared items are inherited by the Administrator who is deleting the user.

A user's access is determined by selected columns:

- The **Active** column is required for the user to connect to ARGUS Enterprise.

- **Modules columns** determine the area(s) of the software a user can access.

6.  Click **Apply** to apply your changes *OR* click **OK** to apply your changes and close the popup.

Result: An Administrator can connect and enter the Control Panel but does not have access to any of the module areas.

Option: For Administrators who want to manage users **without taking a license seat**: Leave all the other module columns **un-checked**.

## Adding an ARGUS Cloud User

After adding users, follow the steps below to assign **ARGUS Cloud** credentials:

1. Click the **Users** button.

Result: User License Management window appears.

2. Type an email into the **Cloud ID** field of an active user.

Note: This field is disabled if user is not active.

3. **Repeat** process for additional users.

4. Click **OK/Apply**.

Result: A registration email with a link to create password is sent to the email typed in the Cloud ID field.

Option: Click **Resend** to send registration email again until a check appears in the Verified column.

Result: The system automatically checks the **Verified** column when the user successfully logs in with their ARGUS Cloud credentials.

Note: Once ARGUS verifies the user, the Administrator cannot edit the **Cloud ID** column.

Note: Deleting an **ARGUS Cloud** user deletes them from the On-Premises and ARGUS Cloud databases.

## Manage User Roles

When you add a new users through the License Management window they are automatically added to the Users group and you can modify their User Groups and Roles.

- The **Administrator, Users, Budget Admins** and **Budget Users Roles** are **created by default** and have different sets of permissions.

- A user can be a **member of more than one role** and inherits the associated permissions of those roles.

- You can create additional roles and view/modify permissions in **Control Panel>Security>Roles**.

## Add a new Role and assign a Member to the Role

Use this procedure to add a new role. See **Manage System-Wide Roles** to assign permissions to roles.

1. Navigate to **File>Control Panel**.

2. Select **Security>Users: Manage users and assign licenses to users**.

Result: The User License Management popup appears.

3. Click **Users**.

Result: The Users and Roles:Manage Users and Roles Membership popup appears.

4. Click on each **role name** to view Members assigned to that role.

5. Click **Add** to create a new entry row.

6. Type a Role **Name and Description**.

7. Click **Apply** to apply your change.

8. Select the new **Role**.

9. Select an **Available Member** and Click ⊕ to move the name to the Group Members box.

Option: Select two or more Members and click ⊕ to move their names to the Group Members box.

10. Click **Apply** to apply your change.

11. Click **OK** to close the popup.

See Also: Manage Users

## Manage User Groups

User Groups determine the access level at the Portfolio, Property and Scenario level. The EVERYONE group is created by default to include all the users that are added to the system and cannot be deleted.

### Create a New Permission Group

1. Navigate to **File>Control Panel**.

2. Select **Security>User Groups: Manage groups for record level security.**

Result: The User License Management popup appears.

3. Click **New**.

Result: A new group entry row appears.

4. Type the **name** of your new group in the entry line.

5. Click **Apply.**

6. Select an **Available Member** and Click ⊕ to move the name to the Group Members box.

Option: Select two or more Members and click ⊕ to move their names to the Group Members box.

Note: Administrators are not shown as available members since they have full access to the application.

7. Click **OK** to save.

Result: The User License Management popup disappears.

See Also: Manage Permission Groups

### Manage System-Wide Roles

Roles determine the permission and access level that users have in the system. When a user does not have permission for a certain area, the system disables the area.

1. Navigate to **File>Control Panel**.

2. Select **Security>Roles: Manage system-wide roles**.

Result: The Security Roles: Assign Permissions to Users and Roles popup appears. The default Roles and any additional Roles created from the Manage Users window display.

3. Click **a Role Name**.

Result: The Permission list displays.

4. Click a **Permission** checkbox to select that permission.

5. Click a **chevron** to expand a parent permission list to specific permissions.

6. Click **OK** to save permissions for your selected Role.

Result: The Security Roles: Assign Permissions to Users and Roles popup disappears.

See Also: Manage Security Roles

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