

## Overview of NPV Access Database

The NPV Access database houses the forms, queries, and reports for managing and reporting data related to Engagement Letters, works in progress, and job-related expenses. The data tables are located in a separate database, called WM\_Be, and linked to the NPV database through an Access data connection. Below is a description of the forms and their associated sub-routines, queries, and reports.

<b>frm_main_menu</b>	
This is the main menu, which is the launch pad to all other forms	
<b>Queries</b>	
None	
<b>Sub-Routines</b>	
Bank_Wire_Info_Click()	OpenForm "frm Bank Wire Info"
Command0_Click()	OpenForm "frm Appraiser Form"
Command1_Click()	OpenForm "frm Appraisal Mgt Firm"
Command10_Click()	OpenForm "frm Master Sub Entries"
Command11_Click()	OpenForm "frm Pop up Bonus Report"
Command12_Click()	OpenForm "frm Pop up WIP Report"
Command19_Click()	OpenForm "frm Expense General Master Form"
Command23_Click()	OpenForm "frm Update Expenses"
Command24_Click()	Downloads expenses from Sharepoint table
Command27_Click()	OpenForm "frm Pop up Load Sharepoint"
Command29_Click()	OpenForm "frm Expense Master Form"
Command3_Click()	OpenForm "frm Engagement Letter"
Command4_Click()	hides main menu window
Command30_Click()	OpenForm "frm Expense Listing Opening"
Command5_Click()	OpenForm "frm Bid Form"
Command9_Click()	OpenForm "frm Client Master"
Detail_Click()	does absolutely nothing
Exit_Click()	Quits connection
Expense_Listings_Click()	OpenForm "frm Pop up Expense Listing"
Form_Load()	checks to see if there are expenses in sharepoint waiting to be uploaded
Job_Listings_Click()	OpenForm "frm Pop up report job listing"

<b>frm_Bank_Wire_Info</b>	
Lists bank info for NPV	
<b>Direct Table Links</b>	
tbl_bank_wire_info	
<b>Sub-Routines</b>	
Form_Open(Cancel As Integer)	hides main menu window
Form_Close()	Closes window, shows main menu window

<b>frm_appraiser_form</b>	
Allows create and update of appraisers, including title, salary, and fee split	

<b>Queries</b>	
qry Appraiser Form	Lists details for all appraisers in database
qry PW	Looks up appraiser's expense password
<b>Sub-Routines in Use</b>	
Command14_Click()	This is the print button. Prints report "rpt Appraiser Listing"
Command15_Click()	This is the PW button. Runs query "qry PW"
Find_Click()	Opens frm pop up find appraiser
Form_AfterUpdate()	resets form after update
Form_BeforeInsert(Cancel As Integer)	Enables save button
Form_BeforeUpdate(Cancel As Integer)	Ensures that all fields are filled out before proceeding to save procedure
Form_Close()	Closes form
Form_Dirty(Cancel As Integer)	If the form has data, disable all buttons except save
Form_Undo(Cancel As Integer)	Cancels changes made in the form to a record
New_Click()	Open a clean data connection to allow creation of new contact
Save_Click()	Opens data connection, performs database insert

<b>frm_appraisal_mgt_firm</b>	
	Lists contacts at appraisal management firms, allows create/update/delete of existing data.
<b>Queries</b>	
qry Appraiser Copy to New Record	Lists contacts at firms
<b>Sub-routines in use</b>	
Form_AfterUpdate()	Changes focus, reactivates inactive form items
Form_BeforeUpdate(Cancel As Integer)	Ensures that all fields are filled out before proceeding to save procedure
Form_Dirty(Cancel As Integer)	If the form has data, disable all buttons except save
Form_Open(Cancel As Integer)	Initialized data connection
Form_Undo(Cancel As Integer)	Cancels all changes to record made within the form
New_Click()	Open a clean data connection to allow creation of new contact
Preferred_Report_Delivery_AfterUpdate()	Determines number of hard copies to print
Save_Click()	Opens data connection, performs database insert
Form_Close()	Closes form

<b>frm_Master_Sub_Entries</b>	
This is a maintenance form for updating the settings that drive other forms. It is a form comprised entirely of other subforms.	
<b>Sub-Forms</b>	
frm Subform Office Location	Direct connection to office location table, lists and updates
frm Subform Job Status	Direct connection to job status listing table, lists and updates
frm Subform Project Manager	Direct connection to project manager table, lists and updates
frm Subform Tenancy	Direct connection to tenancy listing table, lists and updates
frm Subform Property Type	Direct connection to property type listing table, lists and updates
frm Subform Property Sub Type	Direct connection to property sub-type listing table, lists and updates
frm Subform Qtr Type of Appraisal	Direct connection to type of qtr appraisal table, lists and updates
frm Subform Invoice Items	Direct connection to invoice items table, lists and updates
frm Subform DCF Software	Direct connection to DCF software table, lists and updates
frm Subform Client Type	Direct connection to client type table, lists and updates
frm Subform Preferred Report Delivery	Direct connection to preferred delivery report table, lists and updates
frm Subform Expense Type	Direct connection to expense type listing table, lists and updates

<b>frm_pop_up_Bonus_report</b>	
Calculates quarterly bonus earnings for appraisers	
<b>Queries</b>	
qry bonus qtr report	preloads calculated quarterly bonuses for appraisers
<b>Sub-Routines in Use</b>	
Form_Current()	Matches data in form to data in query based on appraiser ID
<b>Sub-Forms</b>	
frm_bonus_report_details	Is an embedded report for displaying data

<b>frm_pop_up_WIP_report</b>	
Offers selection options for determining what type of WIP report to generate: by dates, by office location, by appraiser, by client, or summary report listing all appraisers and offices by date range	
<b>Sub-Routines</b>	
Command10_Click()	This command is not associated with any button
Command11_Click()	This command is not associated with any button
Form_Close()	Closes form, shows main menu
Generate_Report_Click()	Launches one of the 5 associated reports
Report_Option_AfterUpdate()	Shows appropriate controls based on report type selected
<b>Associated Reports</b>	
rpt WIP Date	qry report WIP by Date
rpt WIP Office Location	qry report WIP Location
rpt WIP Appraiser	qry report WIP Appraiser
rpt WIP Client	qry report WIP by client
rpt WIP Office Appraiser	qry report WIP office appraiser

<b>frm_Expense_General_Master_Form</b>	
allows input of expenses not associated with a job	
<b>Queries</b>	
qry Expense Master Form	preloads entire master expense table
<b>Sub-Routines</b>	
Close_Click()	closes form
Form_AfterUpdate()	Changes focus, reactivates inactive form items
Form_BeforeUpdate(Cancel As Integer)	Ensures that all fields are filled out before proceeding to save procedure
Form_Dirty(Cancel As Integer)	If the form has data, disable all buttons except save
New_Click()	clears form and resets for new input
Save_Click()	saves updates to expense table
<b>Sub-Forms</b>	
frm Subform Expense Detail Form	opens direct connection to expense table, allows entry and saves to expense table

<b>frm_update_expenses</b>	
This uploads job numbers, new employees, and expense types to sharepoint so that employees may enter job-related expenses	
Command0_Click()	There is no button associated with this command
Command1_Click()	This is the close button
Command11_Click()	This uploads the new expense types to sharepoint
Command4_Click()	This uploads the new job numbers to sharepoint
Command5_Click()	This uploads new employee info to sharepoint
Form_Close()	Makes main menu visible
<b>Queries</b>	
None, but opens direct connection to sharepoint tables	

<b>frm_Expense_Master_Form</b>	
allows input of expenses associated with a job	
<b>Queries</b>	
qry Expense Master Form	preloads entire master expense table
<b>Sub-Routines</b>	
Close_Click()	closes form
Form_AfterUpdate()	Changes focus, reactivates inactive form items
Form_BeforeUpdate(Cancel As Integer)	Ensures that all fields are filled out before proceeding to save procedure
Form_Dirty(Cancel As Integer)	If the form has data, disable all buttons except save
New_Click()	clears form and resets for new input
Save_Click()	saves updates to expense table
<b>Sub-Forms</b>	
frm Subform Expense Detail Form	opens direct connection to expense table, allows entry and saves to expense table

<b>frm_engagement_letter</b>	
Creates and updates engagement letters, including updating appraiser's fees	
<b>Queries</b>	
qry Engagement Letter Form	preloads the entire engagement letter table
<b>Sub-Routines</b>	
Command48_Click()	Not used - extra
Cancel_Click()	Does absolutely nothing
Appraisal_Mgt_Firm_ID_AfterUpdate()	refocuses on "Property Type ID"
Cancel_Job_AfterUpdate()	cancels job by changing visibility and color of section
Close_Click()	closes form
Combo_Client_Lookup_AfterUpdate()	launches requery of qry Subform Client Info
Command51_Click()	launches sub form to Find a letter (this is the find button)
Contract_Term_ID_AfterUpdate()	refocuses on job id
Command167_Click()	There is no button associated with this sub-routine
Command243_Click()	There is no button associated with this sub-routine
Command244_Click()	There is no button associated with this sub-routine
Contract_Type_AfterUpdate()	refreshes the contract section after an update
Create_Invoice_Click()	opens "frm_Invoice_Form" and populates it with data from the engagement letter
Create_Multi_Year_Click()	adjusts visibility options for multi-year contracts
Create_Quarterly_Click()	same as command243_click, but associated with the "Create Quarterly Contract" button. Saves contract data for a quarterly contract
Date_Qtr_1_AfterUpdate()	Creates a date based on which quarter is entered
Date_Year_One_AfterUpdate()	Creates a date based on today + one year
Find_Click()	OpenForm "frm Pop up find letter"
Form_AfterDelConfirm(Status As Integer)	Does absolutely nothing
Form_AfterUpdate()	Changes focus, reactivates inactive form items
Form_BeforeInsert(Cancel As Integer)	Disables buttons on form
Form_BeforeUpdate(Cancel As Integer)	Ensures that all fields are filled out before proceeding to save procedure
Form_Dirty(Cancel As Integer)	If the form has data, disable all buttons except save
Form_Open(Cancel As Integer)	Preloads the associated query data
Form_Undo(Cancel As Integer)	Cancels all changes to record made within the form
Invoice_ID_AfterUpdate()	Does absolutely nothing
Invoice_ID_Change()	Does absolutely nothing
Inv_Summary_Click()	OpenForm "frm Pop up invoice summary"
Invoice_Summary_Click()	There is no button associated with this sub-routine
Job_Status_ID_AfterUpdate()	refocuses on client asset number
New_Letter_Click()	clears form and resets for new input
Save_Click()	saves updates to engagement letter
Command54_Click()	There is no button associated with this sub-routine

Test_Multi_Update_Click()	There is no button associated with this sub-routine
<b>Sub-Forms</b>	
frm_Appraiser_Engagement_Details	Lists appraisers working on engagement letter and their fee splits
frm_Subform_Client_Info	Lists contacts at client and their details

<b>frm_Expense_Listing_Opening</b>	
This lists all the expenses for an employee by submittal date	
Command2_Click()	This is the close button
<b>Sub-Forms</b>	
frm subform expense listing opening	

<b>frm_Bid_Form</b>	
Form to enter Bid, RFP and Property Information	
<b>Queries</b>	
qry Bid Form	preloads data from bid form table
<b>Sub-Routines in Use</b>	
Form_Close()	Closes form
Find_Click()	launch "frm Pop up find bid"
Form_AfterUpdate()	confirms save, resets form
Form_BeforeUpdate(Cancel As Integer)	Ensures that all fields are filled out before proceeding to save procedure
Form_Dirty(Cancel As Integer)	If the form has data, disable all buttons except save
Form_Undo(Cancel As Integer)	Cancels changes made in the form to a record
New_Click()	Open a clean data connection to allow creation of new contact
Save_Click()	Opens data connection, performs database insert

<b>frm_client_master</b>	
Allows creation, updating, and printing of client details	
<b>Queries</b>	
qry Client Master Form	Preloads entire client master table
<b>Sub-Routines</b>	
Client_Type_ID_AfterUpdate()	Refocus on address
Close_Click()	Closes current form
Fax_AfterUpdate()	formats for fax, validates phone number
Find_Click()	OpenForm "frm Pop up find client"
Form_AfterUpdate()	Changes focus, reactivates inactive form items
Form_BeforeInsert(Cancel As Integer)	Disables buttons on form
Form_BeforeUpdate(Cancel As Integer)	Ensures that all fields are filled out before proceeding to save procedure
Form_Dirty(Cancel As Integer)	If the form has data, disable all buttons except save
Form_Open(Cancel As Integer)	Preloads the associated query data
Form_Undo(Cancel As Integer)	Cancels all changes to record made within the form
Form_Close()	Sets main menu to visible
Preferred_Report_Delivery_NotInList	checks to see if delivery method is already a delivery method stored in the database. If not, OpenForm "frm Preferred Report Delivery"
Print_Click()	OpenForm "frm Pop up print client listing"

<b>frn_pop_up_expense_listing</b>	
This form allows selections relating to printing expense reports by date, job, or appraiser	
Report_Option_AfterUpdate()	Shows appropriate controls based on report type selected
Generate_Report_Click()	Launches one of the 3 associated reports
<b>Associated Queries</b>	
rpt Expense by Appraiser	qry rpt Expense by Appraiser
rpt Expense by Job	qry rpt Expense by Job
rpt Expense by Date	qry rpt Expense by Date

<b>frm_pop_up_report_job_listing</b>	
This form allows selections relating to printing job listing reports date, client, property type, city, state, or all of the above	
<b>Sub-Routines</b>	
City_AfterUpdate()	refocuses on "Generate Report" button
Client_ID__AfterUpdate()	refocuses on "Generate Report" button
County_AfterUpdate()	refocuses on "Generate Report" button
Property_Type_ID_AfterUpdate()	refocuses on "Generate Report" button
State_AfterUpdate()	refocuses on "Generate Report" button
Report_Option_AfterUpdate()	Shows appropriate controls based on report type selected
Generate_Report_Click()	Launches one of the 5 associated reports
<b>Associated Reports</b>	
rpt Job Date	qry rpt Job Date
rpt Job Client	qry rpt Job Client
rpt Job City	qry rpt Job City
rpt Job State	qry rpt Job State
rpt Job County	qry rpt Job County

Below is an overview of the tables in the WM\_BE database, their data and descriptions.

## **Tenancy Listing**

This table contains the valid value for property tenancy.

- THIS IS A LOOKUP TABLE

Columns:

### **Tenancy**

The human readable name for the property's tenancy  
Valid Values are "Single", "Multi", and "Not Applicable"

### **Tenancy ID**

The integer representation of the property's tenancy  
"Single" = 3, "Multi" = 4, "Not Applicable" = 5

Database Considerations:

**Tenancy ID** uniquely identifies a row

Index on **Tenancy ID**

## **Client Master**

Contains records for each client with contact name, address, and special considerations for the client

Columns:

### **Client ID**

An integer that uniquely identifies a client

### **Name**

Up to 50 characters for the client name

### **Address 1**

Up to 50 characters for the first address line

### **Address 2**

Up to 50 characters for the 2nd address line

### **Address 3**

Up to 50 characters for the 3rd address line

### **City**

Up to 50 characters for the city

### **State**

A two character state code

### **Zip**

Up to 10 characters for the zip code 'ZZZZZ-4444' (zip + 4)

### **Phone 1**

Up to 12 characters for a phone number XXX-XXX-XXXX format

### **Fax**

Up to 12 characters for a fax number XXX-XXX-XXXX format

### **Email Address**

Up to 50 characters for the email address

### **Preferred Report Delivery**

An integer representing one of the choices from the Preferred Report Delivery Table

### **Number of Hard Copies**

An integer representing the number of Hard Copies to send the client

### **Preferred DCF Software**

An integer representing one of the choices from the DCF Software Table

### **Invoice Delivery Instructions**

A long text field for storing delivery instructions

#### **Invoice Contact Name**

Up to 50 characters for storing the contact name for invoicing at the client company

#### **Client Requirements**

A column for uploading client requirement attachments

#### **Contact Person ID**

A column for linking to a Contact (NOT USED)

#### **Client Type ID**

An integer representing one of the choices from the Client Type Listing Table

Database Considerations:

**Client ID** uniquely identifies a row

Indexes on **Client ID**, **Client Type ID**, and **Number of Hard Copies**

Links to Tables **Preferred Report Delivery**, **DCF Software**, **Client Type Listing**

## **Engagement Letter**

Contains engagement letters

Columns:

#### **Engagement ID**

An integer that uniquely identifies the engagement letter

#### **Property Number**

Up to 50 characters that can be used as a special property identifier

#### **Job Number**

Up to 50 characters used as the job number

#### **Job Number Year**

An integer referencing one of the choices in the Years Table

#### **Job Number Suffix**

The suffix for the job number

#### **Client ID**

An integer referencing one of the clients in the Client Master Table

#### **Client Asset Number**

Up to 50 characters used as the client reference id

#### **Property Name**

Up to 50 characters used as the name of the property

#### **Property Address**

Up to 50 characters used as the property street address

#### **Property City**

Up to 50 characters used as the property city

#### **Property State**

The two character state code for the property

#### **Property Zip**

Up to 10 characters for the zip code 'ZZZZZ-4444' (zip + 4)

#### **Property County**

Up to 50 characters used as the property county

#### **Fee**

Fees associated with the engagement letter

#### **Fee Due Date**

The due date for the fees

#### **Draft Delivery Date**

The due date for the draft appraisal delivery

#### **Final Delivery Date**

The due date for the appraisal

**Revised Delivery Date**

The revised delivery date if the final delivery date is modified

**Report Type**

The type of the report (1, 2, 3 or 4)

**Report Link**

A field to store a link to the report (Stored on files system M: drive?)

**Delivery Date Comments**

The delivery date

**Engagement Letter PDF**

PDF copy of the report

**General Comments**

Notes about the engagement letter

**Appraisal Mgt Firm ID**

An integer referencing one of the firms in Appraisal Management Firms

**Contract Term ID**

An integer referencing one of the contract terms in Contract Terms

**Tenancy ID**

An integer referencing one of the tenancies from Tenancy Types

**Property Type ID**

An integer referencing one of the property types from Property Types

**Property Sub Type ID**

An integer referencing one of the property types from Property Sub Types

**Project Manager ID**

An integer referencing one of the managers from Project Managers

**Office Location ID**

An integer referencing one of the offices from Office Locations

**Job Status ID**

An integer referencing one of the statuses from Job Status Types

**Fee Year One**

The fee for the first year

**Fee Year Two**

The fee for the second year

**Fee Year Three**

The fee for the third year

**Date Year One**

The due date for the year one fee

**Date Year Two**

The due date for the year two fee

**Date Year Three**

The due date for the year three fee

**Fee Qtr 1**

The fee for the period

**Fee Qtr 2**

The fee for the period

**Fee Qtr 3**

The fee for the period

**Fee Qtr 4**

The fee for the period

**Fee Qtr 5**

The fee for the period

**Fee Qtr 6**

The fee for the period

**Fee Qtr 7**

The fee for the period

**Fee Qtr 8**

The fee for the period

**Fee Qtr 9**

The fee for the period

**Fee Qtr 10**

The fee for the period

**Fee Qtr 11**

The fee for the period

**Fee Qtr 12**

The fee for the period

**Date Qtr 1**

The due date for the period

**Date Qtr 2**

The due date for the period

**Date Qtr 3**

The due date for the period

**Date Qtr 4**

The due date for the period

**Date Qtr 5**

The due date for the period

**Date Qtr 6**

The due date for the period

**Date Qtr 7**

The due date for the period

**Date Qtr 8**

The due date for the period

**Date Qtr 9**

The due date for the period

**Date Qtr 10**

The due date for the period

**Date Qtr 11**

The due date for the period

**Date Qtr 12**

The due date for the period

**Type Qtr 1**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 2**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 3**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 4**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 5**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 6**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 7**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 8**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 9**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 10**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 11**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 12**

An integer referencing the terms from the Contract Terms Table

**Contract Type**

An integer referencing the contract type from the Contract Types Table

**Seq No Mult**

The sequence number for the multi time period engagement

**Future Jobs Created Qtr**

True/False value indicating if future jobs created on the quarter

**Future Jobs Created MY**

True/False value indicating if future jobs created on the month for a year

**Child Record**

True/False value indicating if there is a child engagement

**Child Engagement Number**

An ID of related engagements

**Cancel Job**

True/False value indicating if this job should be terminated

**Future Jobs Cancelled**

True/False value indicating if future jobs should be terminated

**Date Time Stamp**

The last time the engagement letter was updated

**Amount Due This Job**

The amount due for the engagement

Database Considerations:

**Engagement ID** uniquely identifies a row

Indexes on **Appraisal Mgt Firm ID**, **Client ID**, **Contract Term ID**

**Engagement ID**, **Job Status ID**, **Office Location ID**, **Project Manager ID**,

**Property Sub Type ID**, **Property Type ID**, **Tenancy ID**

Links to Tables **Client Master**, **Appraisal Management Firms**, **Contract Terms**,

**Tenancy Types**, **Property Types**, **Project Managers**, **Office Locations**,

**Job Status Types**, **Contract Terms**, **Property Sub Types**

## Appraiser Master

This table contains the list of appraisers

Columns:

**Appraiser ID**

The integer id for the appraiser

**Last Name**

Up to 50 characters for storing the appraiser last name

**First Name**

Up to 50 characters for storing the appraiser first name

**Title**

Up to 50 characters for storing the appraiser title

**Standard Fee Split**

The standard split percentage

**Subject to Director Overide**

True/False value if the director has overridden the split

**Overide**

The amount split override

**Annual Salary**

The annual appraiser salary

**Address 1**

Up to 50 characters for storing the appraiser street 1 address

**Address 2**

Up to 50 characters for storing the appraiser street 2 address

**City**

Up to 50 characters for storing the appraiser city

**State**

2 characters for storing the appraiser state code

**Zip Code**

Up to 10 characters for the zip code 'ZZZZZ-4444' (zip + 4)

**Phone 1**

Up to 10 characters for a phone number XXXXXXXXXX format

**Phone 2**

Up to 10 characters for a phone number XXXXXXXXXX format

**Mobile Phone**

Up to 10 characters for a phone number XXXXXXXXXX format

**Email Address**

Up to 50 characters for storing the appraiser email

**Expense Password**

Up to 255 characters for storing an expense password

Database Considerations:

**Appraiser ID** uniquely identifies a row

Index on **Zip Code, Appraiser ID**

## Expense Master General

This table contains the master record for general expenses

Columns:

**Expense ID**

The integer id for the expense

**Engagement ID**

The engagement that is associated with the expense

(An integer lookup into the Engagement Letters table)

**Appraiser ID**

The appraiser id for the expense

(An integer lookup into the Appraisers table)

**Primary Appraiser ID**

The primary appraiser for the expense

(An integer lookup into the Appraisers table)

**Date**

The date for the expense

**General or Job**

An integer representing if it's a general expense or job related expense

Database Considerations:

**Expense ID** uniquely identifies a row

Index on **Expense ID, Appraiser ID, Engagement ID, Primary Appraiser ID**

## Expense Details

This table contains the expense details

Columns:

**Expense Detail ID**

An integer that represents the expense detail id being backed up

**Expense ID**

An integer that represents the expense master record from the Expenses Table

**Establishment**

Up to 50 characters listing where the expense occurred (restaurant name, airport, location, etc)

**Description**

Up to 50 characters describing the expense reason

**Date**

The date the expense was incurred

**Amount**

The dollar amount of the expense

**Expense Type ID**

The Type of the expense

An integer representing one of the values from the Expense Types Table

**Personal or Amex**

A True/False representing if the expense is personal or on the AMEX

**Job Related**

The job that the expense is associated with

An integer representing one of the values from the Jobs Table

**Engagement ID**

The engagement id

An integer representing one of the values from the Engagement Letters Table

**Appraiser ID**

The appraiser the details were submitted by  
An integer representing one of the values from the Appraisers Table

#### **Primary Appraiser ID**

The primary appraiser the expense details were submitted under  
An integer representing one of the values from the Appraisers Table

#### **Submittal Date**

The date the details were submitted

#### **Submittal ID**

The integer id of the submittal  
Always NULL (NOT USED)

#### **Submitted**

True or False value if the details were submitted

Database Considerations:

Index on **Appraiser ID**, **Engagement ID**, **Expense Detail ID**,  
**Expense ID**, **Expense Type ID**, **Primary Appraiser ID**,

#### **Submittal ID**

Links to tables **Appraisers**, **Expenses**, **Engagement Letters**, **Jobs**, **Expense Types**,

## **Bank Wire Info**

This table contains a list of expense types

Columns:

#### **ID**

An integer that uniquely identifies a bank wire info

#### **Bank Name**

Up to 255 characters to store the name of the bank

#### **Routing Number**

Up to 255 characters to store the routing number

#### **Account Number**

Up to 255 characters to store the account number

#### **Additional Info**

Up to 255 characters as extra information

Database Considerations:

**ID** uniquely identifies a row

Index on **ID**

## Property Sub-type

This table contains a list of expense types

- *THIS IS A LOOKUP TABLE*

Columns:

### **Property Sub Type**

The human readable property sub types

### **Property Sub Type ID**

The integer representation of the property sub types

Database Considerations:

**Property Sub Type ID** uniquely identifies a row

Index on **Property Sub Type ID**

## Job Status Listing

This table contains a list of job status types

- *THIS IS A LOOKUP TABLE*

Columns:

### **Job Status Type**

The human readable Job Status types

### **Job Status Type ID**

The integer representation of the Job Status types

Database Considerations:

**Job Status ID** uniquely identifies a row

Index on **Job Status ID**

## Client Contact List

This table contains a list of appraisal firm contacts

Columns:

### **Contact Last Name**

Up to 50 characters to store the last name of the contact

### **Contact First Name**

Up to 50 characters to store the first name of the contact

### **Title**

Up to 50 characters to store the title of the contact

### **Contact Phone**

Up to 10 characters for a phone number XXXXXXXXXX format

### **Contact Mobile Phone**

Up to 10 characters for a phone number XXXXXXXXXX format

### **Contact Email Address**

Up to 50 characters that can be used to store the email address

### **Contact ID**

An integer that uniquely identifies the contact

### **Client ID**

An integer representing one of the values from the Firms Table

### **Designation**

Characters that can be used as a special designation

Database Considerations:

**Contact ID** uniquely identifies a row

Index on **Contact ID**, **Client ID**

Linked Tables:

**Client Master**

## **Quarterly Bonus**

This table contains quarterly bonuses

NO DATA - NOT USED

## **Bonus Report Details**

This table contains bonuses for appraisers by job

Columns:

### **Bonus Report ID**

An integer that uniquely identifies the bonuses report line item

### **Engagement ID**

An integer referencing one of the engagements in Engagement Letters

### **Appraiser ID**

An integer referencing one of the appraisers in Appraiser Master

### **Job Number**

Up to 50 characters for the job number

### **Job Name**

Up to 250 characters for the name of the job

### **Gross Fee**

The gross from the job

### **Expenses**

Expenses from the job

### **Split**

The appraiser percent split from the job

### **Adjusted Fee**

The gross fee minus expenses

### **Share**

The appraisers share based on the adjusted fee

### **Allotted Review Time**

An amount of time the job can be review

### **Required Review Time**

A required amount of time the job will be review

### **Written Off Review Time**

The amount of time spent reviewing that cannot be charged for

### **Time Charged**

The amount of time charged for reviewing

### **Review Charge**

A charge based on reviewing a job

### **Net Share**

The amount net from the job

### **Year**

The year the bonus was given

### **Qtr**

The quarter the bonus was given

### **Misc Amount**

A miscellaneous bonus

### **Misc Desc**

Up to 100 characters describing why a miscellaneous bonus was given

#### **Calculated Salary**

Salary calculated with bonuses

#### **Test Salary**

A field for testing salary calculations

#### **Misc Adjustment**

An adjustment to the bonus

Database Considerations:

**Bonus Report ID** uniquely identifies a row

**Index on Bonus Report ID, Appraiser ID, Engagement ID**

Linked Tables:

**Appraiser Master, Engagement Letters**

## **Invoices**

This table contains invoices to clients

Columns:

#### **Invoice ID**

An integer that uniquely identifies the invoice line item

#### **Client ID**

An integer that references one of the clients from Client Master

#### **Engagement ID**

An integer that references one of the engagements from Engagement Letters

#### **Contact Name**

Up to 50 characters for the accounts receivable contact

#### **Client Name**

Up to 50 characters for the company name

#### **Address 1**

Up to 50 characters for the company street 1 address

#### **Address 2**

Up to 50 characters for the company street 2 address

#### **Address 3**

Up to 50 characters for the company street 3 address

#### **City**

Up to 50 characters for company city

#### **State**

Up to 50 characters for the company state

#### **Zip**

Up to 10 characters for the zip code 'ZZZZZ-4444' (zip + 4)

#### **Date**

The invoice date

#### **Job Description**

Up to 50 characters for a description of the job

#### **Invoice Number**

Up to 50 characters for the invoice number

#### **Client Asset Number**

Up to 50 characters for a reference number for the project provided by the client

#### **Item**

Up to 50 characters to for a human readable line item identifier

#### **Description**

A description for the line item

**Amount**

The amount invoiced

**Paid**

A True/False value indicating if the line item has been paid

**Amount Paid**

The amount paid on the line item

**Date Paid**

The date the line item was paid

**Invoice Item ID**

An integer referencing one of the invoice line item types from Invoice Items

Database Considerations:

**Invoice ID** uniquely identifies a row

Index on **Amount Paid**, **Client ID**, **Date Paid**, **Engagement ID**,

**Invoice ID**, **Invoice Item ID**

Linked Tables:

**Client Master**, **Engagement Letters**, **Invoice Items**

## **Type Of Qtr Appraisal**

This table contains a list of invoice line item types

- THIS IS A LOOKUP TABLE

Columns:

### **Type of Appraisal**

The human readable quarter appraisal types

### **Qtr Fee Type ID**

The integer representation of the quarter appraisal type

Database Considerations:

**Qtr Fee Type ID** uniquely identifies a row

Index on **Qtr Fee Type ID**

## **Quarterly Fee Schedule**

This table contains the fee schedule for engagements

Columns:

### **Qtr Fee ID**

An integer that represents a single fee schedule

### **Fee Qtr 1**

The fee for the period

### **Fee Qtr 2**

The fee for the period

### **Fee Qtr 3**

The fee for the period

### **Fee Qtr 4**

The fee for the period

### **Fee Qtr 5**

The fee for the period

### **Fee Qtr 6**

The fee for the period

### **Fee Qtr 7**

The fee for the period

### **Fee Qtr 8**

The fee for the period

### **Fee Qtr 9**

The fee for the period

### **Fee Qtr 10**

The fee for the period

### **Fee Qtr 11**

The fee for the period

### **Fee Qtr 12**

The fee for the period

### **Date Qtr 1**

The due date for the period

### **Date Qtr 2**

The due date for the period

### **Date Qtr 3**

The due date for the period

### **Date Qtr 4**

The due date for the period

### **Date Qtr 5**

The due date for the period

**Date Qtr 6**

The due date for the period

**Date Qtr 7**

The due date for the period

**Date Qtr 8**

The due date for the period

**Date Qtr 9**

The due date for the period

**Date Qtr 10**

The due date for the period

**Date Qtr 11**

The due date for the period

**Date Qtr 12**

The due date for the period

**Type Qtr 1**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 2**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 3**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 4**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 5**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 6**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 7**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 8**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 9**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 10**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 11**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 12**

An integer referencing the terms from the Contract Terms Table

**Engagement ID**

An integer referencing an engagement letter in Engagement Letters

Database Considerations:

**Qtr Fee ID** uniquely identifies a row

Index on **Qtr Fee ID, Engagement ID**

Links to table **Engagement Letters**

## Updates

This table contains an integer representing the number of updates.

Columns:

### **ID**

An integer representing the update number

## Appraisal Mgt Firm Master

This table contains all the appraisal management firms

Columns:

### **Firm ID**

An integer that represents a single firm

### **Name**

Up to 50 characters to store the firm's name

### **Address 1**

Up to 50 characters to store the firm's street 1 address

### **Address 2**

Up to 50 characters to store the firm's street 2 address

### **Address 3**

Up to 50 characters to store the firm's street 3 address

### **City**

Up to 50 characters to store the firm's city

### **State**

Two characters to store the firm's state

### **Zip**

Up to 10 characters for the zip code 'ZZZZZ-4444' (zip + 4)

### **Phone 1**

Up to 12 characters for a phone number XXX-XXX-XXXX format

### **Phone 2**

Up to 12 characters for a phone number XXX-XXX-XXXX format

### **Email Address**

Up to 50 characters to store the firm's email address

### **Contact ID**

An integer referencing a contact in Appraisal Firm Contacts

Database Considerations:

**Firm ID** uniquely identifies a row

Index on **Firm ID** for faster lookups

Links to table **Appraisal Firm Contacts**

## Engagement Letter Backup 6-29-07

Contains engagement letter backup

Columns:

### **Engagement ID**

An integer that uniquely identifies the engagement letter

### **Property Number**

Up to 50 characters that can be used as a special property identifier

### **Job Number**

Up to 50 characters used as the job number

**Job Number Year**

An integer referencing one of the choices in the Years Table

**Job Number Suffix**

The suffix for the job number

**Client ID**

An integer referencing one of the clients in the Client Master Table

**Client Asset Number**

Up to 50 characters used as the client reference id

**Property Name**

Up to 50 characters used as the name of the property

**Property Address**

Up to 50 characters used as the property street address

**Property City**

Up to 50 characters used as the property city

**Property State**

The two character state code for the property

**Property Zip**

Up to 10 characters for the zip code 'ZZZZZ-4444' (zip + 4)

**Property County**

Up to 50 characters used as the property county

**Fee**

Fees associated with the engagement letter

**Fee Due Date**

The due date for the fees

**Draft Delivery Date**

The due date for the draft appraisal delivery

**Final Delivery Date**

The due date for the appraisal

**Revised Delivery Date**

The revised delivery date if the final delivery date is modified

**Report Type**

The type of the report (1, 2, 3 or 4)

**Report Link**

A field to store a link to the report (Stored on files system M: drive?)

**Delivery Date Comments**

The delivery date

**Engagement Letter PDF**

PDF copy of the report

**General Comments**

Notes about the engagement letter

**Appraisal Mgt Firm ID**

An integer referencing one of the firms in Apprasal Management Firms

**Contract Term ID**

An integer referencing one of the contract terms in Contract Terms

**Tenancy ID**

An integer referencing one of the tenancies from Tenancy Types

**Property Type ID**

An integer referencing one of the property types from Property Types

**Property Sub Type ID**

An integer referencing one of the property types from Property Sub Types

**Project Manager ID**

An integer referencing one of the managers from Project Managers

**Office Location ID**

An integer referencing one of the offices from Office Locations

**Job Status ID**

An integer referencing one of the statuses from Job Status Types

**Fee Year One**

The fee for the first year

**Fee Year Two**

The fee for the second year

**Fee Year Three**

The fee for the third year

**Date Year One**

The due date for the year one fee

**Date Year Two**

The due date for the year two fee

**Date Year Three**

The due date for the year three fee

**Fee Qtr 1**

The fee for the period

**Fee Qtr 2**

The fee for the period

**Fee Qtr 3**

The fee for the period

**Fee Qtr 4**

The fee for the period

**Fee Qtr 5**

The fee for the period

**Fee Qtr 6**

The fee for the period

**Fee Qtr 7**

The fee for the period

**Fee Qtr 8**

The fee for the period

**Fee Qtr 9**

The fee for the period

**Fee Qtr 10**

The fee for the period

**Fee Qtr 11**

The fee for the period

**Fee Qtr 12**

The fee for the period

**Date Qtr 1**

The due date for the period

**Date Qtr 2**

The due date for the period

**Date Qtr 3**

The due date for the period

**Date Qtr 4**

The due date for the period

**Date Qtr 5**

The due date for the period

**Date Qtr 6**

The due date for the period

**Date Qtr 7**

The due date for the period

**Date Qtr 8**

The due date for the period

**Date Qtr 9**

The due date for the period

**Date Qtr 10**

The due date for the period

**Date Qtr 11**

The due date for the period

**Date Qtr 12**

The due date for the period

**Type Qtr 1**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 2**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 3**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 4**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 5**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 6**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 7**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 8**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 9**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 10**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 11**

An integer referencing the terms from the Contract Terms Table

**Type Qtr 12**

An integer referencing the terms from the Contract Terms Table

**Contract Type**

An integer referencing the contract type from the ContractTypes Table

**Seq No Mult**

The sequence number for the multi time period engagement

**Future Jobs Created Qtr**

True/False value indicating if future jobs created on the quarter

**Future Jobs Created MY**

True/False value indicating if future jobs created on the month for a year

**Child Record**

True/False value indicating if there is a child engagement

**Child Engagement Number**

An ID of related engagements

**Cancel Job**

True/False value indicating if this job should be terminated

**Future Jobs Cancelled**

True/False value indicating if future jobs should be terminated

**Date Time Stamp**

The last time the engagement letter was updated

**Amount Due This Job**

The amount due for the engagement

#### Database Considerations:

Engagement ID uniquely identifies a row

Indexes on **Appraisal Mgt Firm ID, Client ID, Contract Term ID**

**Engagement ID, Job Status ID, Office Location ID, Project Manager ID,**

**Property Sub Type ID, Property Type ID, Tenancy ID**

Links to Tables **Client Master, Appraisal Management Firms, Contract Terms,**

**Tenancy Types, Property Types, Project Managers, Office Locations,**

**Job Status Types, Contract Terms, Property Sub Types**

## Invoice Items

This table contains a list of invoice line item types

- *THIS IS A LOOKUP TABLE*

Columns:

#### **Invoice Item**

The human readable invoice line item type

#### **Invoice Item ID**

The integer representation of the invoice line item type

#### Database Considerations:

**Invoice Item ID** uniquely identifies a row

Index on **Invoice Item ID**

## **Bid Rfp Property Info**

This table contains property information on bid requests

NO DATA - NOT USED

## **Appraisal Firm Contact List**

This table contains a list of appraisal firm contacts

Columns:

### **Contact Last Name**

Up to 50 characters to store the last name of the contact

### **Contact First Name**

Up to 50 characters to store the first name of the contact

### **Title**

Up to 50 characters to store the title of the contact

### **Contact Phone**

Up to 10 characters for a phone number XXXXXXXXXX format

### **Contact Mobile Phone**

Up to 10 characters for a phone number XXXXXXXXXX format

### **Contact Email Address**

Up to 50 characters that can be used to store the email address

### **Contact ID**

An integer that uniquely identifies the contact

### **Firm ID**

An integer representing one of the values from the Firms Table

### **Designation**

Characters that can be used as a special designation

Database Considerations:

**Contact ID** uniquely identifies a row

Index on **Contact ID, Firm ID**

Linked Tables:

**Firms**

## Expense Type Listing

This table contains a list of expense types

- *THIS IS A LOOKUP TABLE*

Columns:

### **Expense Type**

The human readable expense types

### **Expense Type ID**

The integer representation of the expense types

Database Considerations:

**Expense Type ID** uniquely identifies a row

Index on **Expense Type ID**

## Preferred Report Delivery

This table contains a list of preferred delivery methods for clients

- THIS IS A LOOKUP TABLE

Columns:

### **Preferred Report Delivery**

The human readable delivery method

### **Report Delivery ID**

The integer representation of the delivery methods

Database Considerations:

**Report Delivery ID** uniquely identifies a row

Index on **Report Delivery ID**

## Expense Details General

This table contains the expense details

Columns:

### **Expense Detail ID**

An integer that represents the expense detail id being backed up

### **Expense ID**

An integer that represents the expense master record from the Expenses Table

### **Establishment**

Up to 50 characters listing where the expense occurred (restaurant name, airport, location, etc)

### **Description**

Up to 50 characters describing the expense reason

### **Date**

The date the expense was incurred

### **Amount**

The dollar amount of the expense

### **Expense Type ID**

The Type of the expense

An integer representing one of the values from the ExpenseTypes Table

### **Personal or Amex**

A Boolean representing if the expense is personal or on the AMEX

### **Job Related**

The job that the expense is associated with

An integer representing one of the values from the Jobs Table

### **Engagement ID**

The engagement id

An integer representing one of the values from the Engagement Letters Table

### **Appraiser ID**

The appraiser the details were submitted by

An integer representing one of the values from the Appraisers Table

### **Primary Appraiser ID**

The primary appraiser the expense details were submitted under

An integer representing one of the values from the Appraisers Table

### **Submittal Date**

The date the details were submitted

### **Submittal ID**

The integer id of the submittal

Always NULL (NOT USED)

### **Submitted**

True or False value if the details were submitted

#### Database Considerations:

Index on Appraiser ID, Engagement ID, Expense Detail ID,  
Expense ID, Expense Type ID, Primary Appraiser ID,  
Submittal ID

Links to tables Appraisers, General Expenses, Engagement Letters, Jobs, Expense Types,

## Appraiser Engagement Details

This table contains details about appraisers involved with engagements

#### Columns:

##### **Last Name**

NOT USED

##### **First Name**

NOT USED

##### **Title**

NOT USED

##### **Fee Base**

Fee for the engagement

##### **Standard Fee Split**

Split between appraiser and firm

##### **Subject to Director Overide**

Always False (Assume that split can be changed at directors discretion)

##### **Date Due**

Date the engagement is due

##### **Appraiser ID**

The appraiser the details were submitted by

An integer representing one of the values from the Appraisers Table

##### **Engagement ID**

The engagement id

An integer representing one of the values from the EngagementLetters Table

##### **Appraiser Detail ID**

An integer that uniquely identifies the engagement details

##### **Primary**

Always False

#### Database Considerations:

Appraiser Detail ID uniquely identifies a row

Index on Appraiser Detail ID, Appraiser ID, Engagement ID

#### Linked Tables:

Appraisers, Engagement Letters

## Client Type

This table contains the different types of NPV clients

- THIS IS A LOOKUP TABLE

#### Columns:

##### **Client Type**

The human readable name for the client type

Example: Bank

##### **Client Type ID**

The integer representation of the client type  
"Bank" = 4

#### Database Considerations:

**Client Type ID** uniquely identifies a row  
Index on **Client Type ID**

### Year List

This table contains 4 digit years

- *THIS IS A LOOKUP TABLE*

Columns:

#### **Year**

The human readable 4 digit year

Examples: 1997, 1998, 2001, 2099

### Expense Details Backup 2-21-11

This table contains the a backup of expense details

Columns:

#### **Expense Detail ID**

An integer that represents the expense detail id being backed up

#### **Expense ID**

An integer that represents the expense master record from the Expenses Table

#### **Establishment**

Up to 50 characters listing where the expense occurred (restaurant name, airport, location, etc)

#### **Description**

Up to 50 characters describing the expense reason

#### **Date**

The date the expense was incurred

#### **Amount**

The dollar amount of the expense

#### **Expense Type ID**

The Type of the expense

An integer representing one of the values from the Expense Types Table

#### **Personal or Amex**

A Boolean representing if the expense is personal or on the AMEX

#### **Job Related**

The job that the expense is associated with

An integer representing one of the values from the Jobs Table

#### **Engagement ID**

The engagement id

An integer representing one of the values from the Engagement Letters Table

#### **Appraiser ID**

The appraiser the details were submitted by

An integer representing one of the values from the Appraisers Table

#### **Primary Appraiser ID**

The primary appraiser the expense details were submitted under

An integer representing one of the values from the Appraisers Table

#### **Submittal Date**

The date the details were submitted

#### **Submittal ID**

The integer id of the submittal

Always NULL (NOT USED)

#### **Submitted**

True or False value if the details were submitted

Database Considerations:

Index on Appraiser ID, Engagement ID, Expense Detail ID,  
Expense ID, Expense Type ID, Primary Appraiser ID,  
Submittal ID

Links to tables Appraisers, Expenses, Engagement Letters, Jobs, Expense Types

## **Contract Terms Listing**

This table contains contract terms

- *THIS IS A LOOKUP TABLE*

Columns:

#### **Contract Term**

The human readable name for the terms

#### **Contract Term ID**

The integer representation of the terms

Database Considerations:

**Contract Term ID** uniquely identifies a row

## **Office Location Listing**

This table contains the NPV office cities

- *THIS IS A LOOKUP TABLE*

Columns:

#### **Office Location**

The human readable name for the office

Example: Atlanta

#### **Office Location ID**

The integer representation of the office

"Atlanta" = 9

Database Considerations:

**Office Location ID** uniquely identifies a row

Index on **Office Location ID**

## **Bid Rfp**

This table contains bid requests

NO DATA - NOT USED

## **Property Type Listing**

This table contains the valid value for property types.

- *THIS IS A LOOKUP TABLE*

Columns:

#### **Property Type**

The human readable name for the property's type

Examples: Commercial, Multifamily, Industrial

### **Property Type ID**

The integer representation of the property's type  
"Commercial" = 15, "Multifamily" = 5, "Industrial" = 3

Database Considerations:

**Property Type ID** uniquely identifies a row

Index on **Property Type ID**

### **Project Manager**

This table contains the project managers for NPV

- *THIS IS A LOOKUP TABLE*

Columns:

#### **Project Manager ID**

An integer that uniquely identifies the project manager

#### **Last Name**

Up to 50 characters for the manager's last name

#### **First Name**

Up to 50 characters for the manager's first name

Database Considerations:

**Project Manager ID** uniquely identifies a row

Index on **Project Manager ID**

## Expense Master

This table contains the master record for expenses

Columns:

### **Expense ID**

The integer id for the expense

### **Engagement ID**

The engagement that is associated with the expense

(An integer lookup into the Engagement Letters table)

### **Appraiser ID**

The appraiser id for the expense

(An integer lookup into the Appraisers table)

### **Primary Appraiser ID**

The primary appraiser for the expense

(An integer lookup into the Appraisers table)

### **Date**

The date for the expense

### **General or Job**

An integer representing if it's a general expense or job related expense

Database Considerations:

**Expense ID** uniquely identifies a row

Index on **Expense ID, Appraiser ID, Engagement ID, Primary Appraiser ID**

## Dcf Software

This table contains names of DCF software

- *THIS IS A LOOKUP TABLE*

Columns:

### **DCF Software ID**

An integer representing the DCD software

Example: 3 = Argus

### **DCF Software**

The human readable name for the software package (Up to 50 characters)

Example: Argus

Database Considerations:

**DCF Software ID** uniquely identifies a row

Index on **DCF Software ID**

## State Abbreviations

This table contains state abbreviations and their full name

- *THIS IS A LOOKUP TABLE*

Columns:

### **State ID**

An integer representing the state

Example: 230 = ALABAMA

### **State**

The human readable name for the state (Up to 50 characters)

Example: ALABAMA

### **Abbreviation**

The two character abbreviation for the state (Up to 2 characters)

Example: AL = ALABAMA

Database Considerations:

**State ID** uniquely identifies a row

Index on **State ID**