



Pinnacle Real Estate

Excel Add-in

Installation & User Guide

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Table of Contents

1. Overview	3
2. System Requirements	3
3. Installation Steps	4
4. Using the Add-in	6
5. Troubleshooting	7
6. Support	9

1. Overview

The Pinnacle Real Estate Excel Add-in automates operating expenses calculations and updates cash flow projections in your Excel models. The add-in provides a professional, user-friendly interface for streamlining your financial modeling workflow.

Key Features:

- Professional Interface: Custom ribbon tab with building-themed icons
- Automated Calculations: Forces recalculation even in Manual calculation mode
- Data Transfer: Copies operating expenses from Outputs to Software Engineer Cash Flow sheet
- User-Friendly: Clean taskpane interface with real-time status messages
- Error Handling: Comprehensive error detection and user feedback

2. System Requirements

Minimum Requirements:

- Excel Version: Excel 2016 or later (Windows/Mac) or Excel Online
- Operating System: Windows 10+ or macOS 10.14+
- Internet Connection: Required for initial installation and updates
- Browser: Modern browser (Chrome, Edge, Safari, Firefox) for Excel Online

Excel Model Requirements:

- Outputs Sheet: Must contain operating expenses data in range O32:C135
- Software Engineer Cash Flow Sheet: Target sheet for updated values (range O32:C135)

3. Installation Steps

Step 1: Download the Add-in Files

1. Download the manifest.xml file provided by Pinnacle Real Estate
2. Save it to a location you can easily find (e.g., Desktop or Documents folder)

Step 2: Install the Add-in

For Excel Desktop (Windows/Mac):

Option A: Using Excel's Insert Tab

1. Open Excel
2. Go to Insert tab in the ribbon
3. Click Get Add-ins (or Office Add-ins)
4. Click Upload My Add-in
5. Browse and select the manifest.xml file
6. Click Upload

Step 3: Verify Installation

1. Look for the 'Pinnacle Real Estate' tab in Excel's ribbon
2. You should see two buttons with building icons: Show Taskpane (■) and Run (■)

4. Using the Add-in

Method 1: Using the Ribbon Button

1. Open your Pinnacle Real Estate Excel model
2. Ensure you have both required sheets: Outputs and Software Engineer Cash Flow
3. Click the 'Pinnacle Real Estate' tab in the ribbon
4. Click the 'Run' button
5. The add-in will automatically process your data

Method 2: Using the Taskpane

1. Click 'Show Taskpane' in the Pinnacle Real Estate ribbon
2. A panel will open on the right side of Excel
3. Click the '■■■ Run Calculation' button
4. Monitor the status messages in the taskpane

Expected Results:

- Operating expenses data is copied from Outputs O32:C135
- Values are pasted to Software Engineer Cash Flow O32:C135
- Cell formatting is preserved
- Excel recalculates all dependent formulas

5. Troubleshooting

Add-in Not Appearing in Ribbon

Problem: Pinnacle Real Estate tab doesn't show in ribbon

Solutions:

- Restart Excel completely
- Check if add-in is enabled in File > Options > Add-ins
- Re-install the add-in following installation steps

Sheet Not Found Error

Problem: Error message about missing sheets

Solutions:

- Verify sheet names are exactly: 'Outputs' and 'Software Engineer Cash Flow'
- Check for extra spaces in sheet names
- Rename sheets if necessary

Range Not Found Error

Problem: Error accessing cell range O32:C135

Solutions:

- Ensure the range O32:C135 exists on both sheets
- Check that cells contain data (not completely empty)
- Verify no merged cells in the range

6. Support

Contact Information:

- Technical Support: Contact your Pinnacle Real Estate IT administrator
- Add-in Issues: Report to the development team
- Excel Model Questions: Contact your project manager

Additional Resources:

- Excel Add-in works with both desktop and online versions
- Requires internet connection for initial loading
- Compatible with Excel 2016, 2019, 2021, and Microsoft 365
- Supports both Windows and Mac platforms

This guide covers installation and basic usage of the Pinnacle Real Estate Excel Add-in. For advanced configuration or customization, contact the development team.