



BROLIN CORPORATION

Enterprise Software Solutions

Budget Pro

User Manual

Budget Pro How-to Guide

FIRST EDITION

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OVERVIEW

What Is BudgetPro?

BudgetPro is an extremely versatile and powerful tool for the budgeting and financial forecasting of commercial properties. With BudgetPro, you decide the level of detail to budget. BudgetPro will automatically calculate revenue and expense using any number of different methodologies. These methodologies can be based on actual leases, actual revenue and expense histories, market trends, various indices, and your assumptions. With BudgetPro you always have the ability to manually override calculated values, giving you the kind of flexibility needed for just about any type of situation. You also have the ability to perform complete recalculation of your data at any time, thus ensuring the integrity of your data.

BudgetPro also offers a very flexible interface for importing data from and exporting data to, other applications, saving valuable time and improving data accuracy.

The Budgeting Process

Working with BudgetPro can be considered a three-fold process: you import data from your accounting system into BudgetPro (1), use BudgetPro to create your budgets and print reports (2), and export your budgets back to your accounting department.

Starting BudgetPro

Like any other Windows 95 application, start BudgetPro by clicking on the BudgetPro icon in the Start menu. This will bring you to the BudgetPro Start-up screen (Figure).

BUDGETPRO SCREENS

Budget Pro Start-up Screen

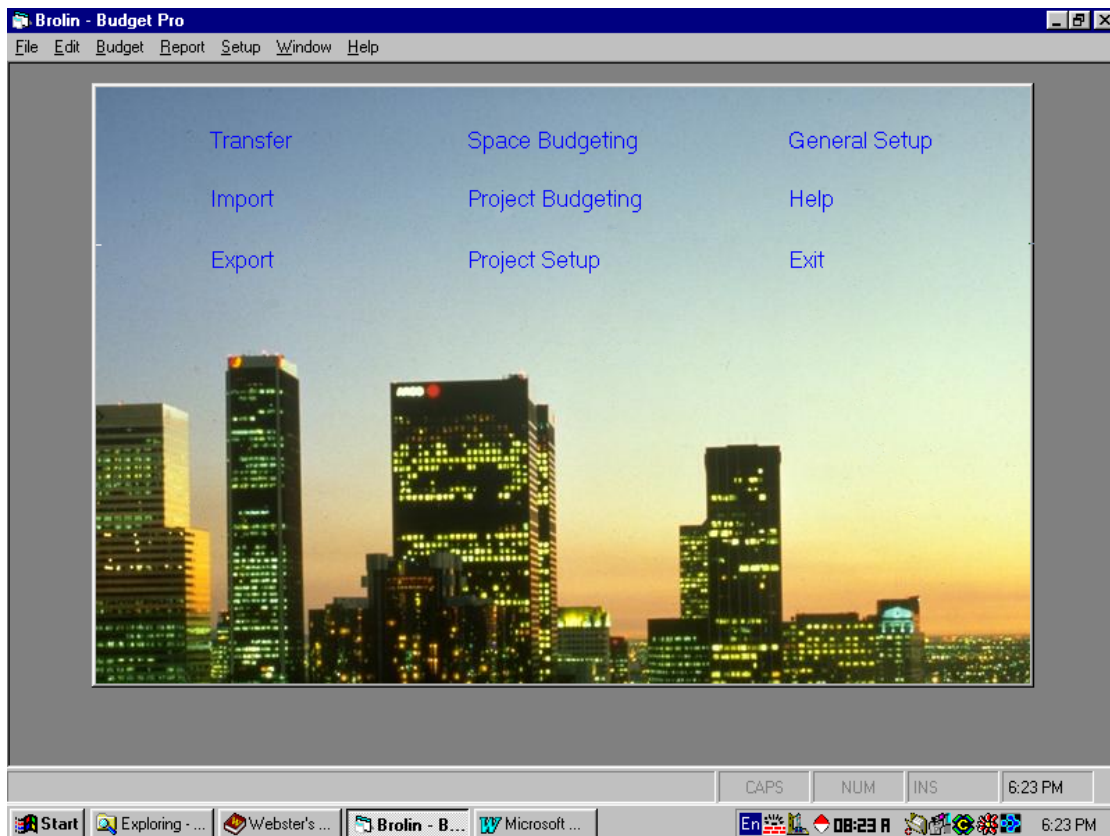


Figure 1 - The BudgetPro Start-up screen

The BudgetPro Start-up screen gives the user an option to choose from nine commands depending on what they want to do. The user can also use the drop-down menu choices from the menu bar of the window.

The nine Start-up screen commands work as follows:

- **Transfer:** Opens the Transfer window which allows you to send and retrieve data files.
- **Import:** Imports data from other applications.
- **Export:** Exports data to other applications.
- **Space Budgeting:** Opens the Space Budgeting data entry screen, the place where you work on your space budgeting tasks.
- **Project Budgeting:** Opens the Project Budgeting data entry screen, your workspace for project budgeting.

- General Setup: Opens a menu several buttons used for setting up BudgetPro. The General Setup command is equivalent to the Setup drop-down menu of the window.
- Exit: Exits BudgetPro.

BudgetPro General Setup Options

Accounts - Opens the Chart of Account window which enables you specify and manipulate accounts for every chart of accounts set.

Projects - Opens the Project Setup window which is used to create and recalculate projects and check the average occupancy maintenance.

Project Setup

Even if you have imported more than one project into the budget program, you can only display and enter budget data into one property at a time. Therefore, you need to know how to change your project selection when necessary.

Choose *Project Setup* option from the *main menu*. You will see a screen similar to the following one:

Upper frame:

ID	This is your accounting system project number.
SQFT	This field is used in several areas of the program which calculate project rates per square foot (revenues and expenses) and recovery amounts for tenants. This amount is brought into the field from the import, but can be changed by you if necessary.
Name	This field defines the project name. This field is not modifiable.
Type	This field defines the lease type. Click on the down arrow button next to the field to choose between two values "Building" and "Flats".
Type name	This field describes upper field more precisely. It is not modifiable and depends on field <i>Type</i> .

Middle left frame:

Annual If this field is checked then rental amounts and rates will be annual. Leave the field unchecked for monthly amounts to be displayed.

Accrual

Cost Center

Chart Map

Middle right frame:

First Budget Year This field must contain the first budget year. Call your project account if you have any questions about this statement.

Total year to budget This field contains number of years to budget. The suitable value for this field is two. For example if the field *First Budget year* is 1998 this means you will see 1998 and 1999 as available entry lines when you budget expenses and create recovery profiles for your tenants.

First Month of Year This field is the number of the first month in your project's budget year. Normally this will be 1, except when the fiscal year is non-calendar (EXAMPLE: If your 1998 budget year begins 12-01-98 then your beginning month will have 12).

Total Year Actual Data The suitable value for this field is three. You can limit the amount of years you see when keying your project expenses by changing the number down. By allowing the three to remain, you will see 1997, 1996, and 1995 (given that your project has actuals in the source accounting system for those years).

Middle frame:

Chart of Account to Use
This field defines the chart of account you will use in your budget. Click on the down arrow button next to the field and select appropriate chart of account.

Accounting system
This field defines the accounting system name. You have to click on the down arrow button in order to view the list. Move in the list and choose the accounting system.

Down frame:

Completed

By

Option buttons:

± Project
Click this button if you want to create new project. The contents of the screen will cleared and you can fill the form.

≤ Project
Click this button in other to move to next project. The field will be dimmed when you reach the first project.

≥ Project
Click this button in other to move to previous project. The field will be dimmed when you reach the last project.

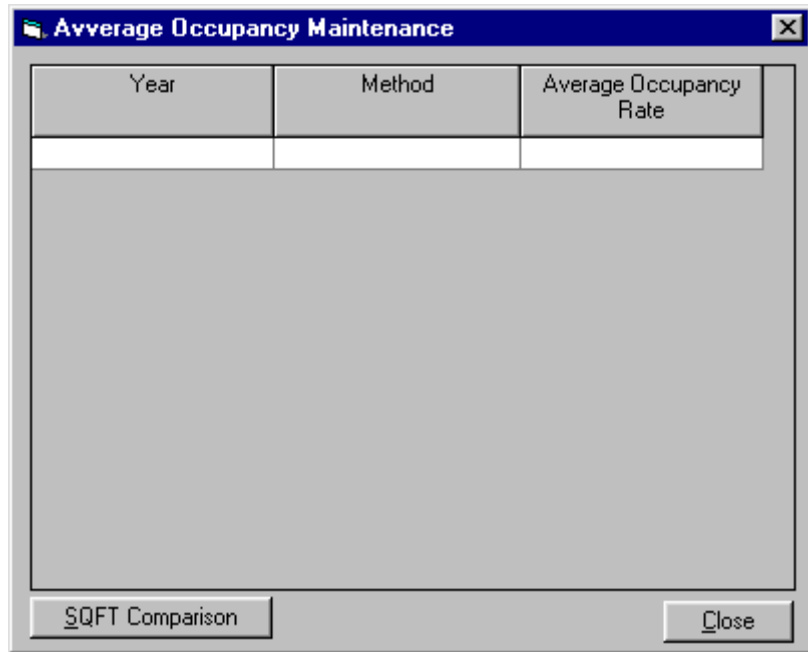
Recalc
Click this button when you are unsure about the status of project calculations. It will take a while so be patient.

Occupancy
Click this button when you want to view the project occupancy by years (see description below).

Close
Click this button in order to return to the main Start-up screen.

Average occupancy maintenance

When you click on the button Occupancy (see upper section) the following screen appears.



It presents the project occupancy rate by years. Every row represents rate for one particular year.

Frame fields:

Year This column is the year the project occupancy rate relates.

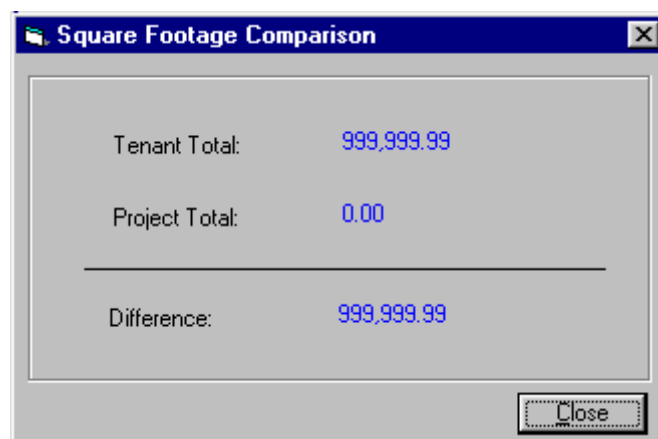
Method This column displays the approach used to build the budget. The possible values for the field are:

- Calculated
- Manual

Average occupancy rate This column displays the average project occupancy rate in percentages, i.e. the value of 100 means full project occupancy.

Option buttons:

SQFT Comparison Click this button when you want to view the project occupancy by square footages. The following screen appears.



There is no so interesting to do so when be bored click on the *Close* button in order to return back in the *Average Occupancy Maintenance* screen.

Close Click this button to return back in *Project Setup* screen.

Expenses

Project expenses are entered through an option called *Project Budgeting*. This option allows you to budget the current and following budget years on a month by month basis for each of your project's GL expense accounts. There are a handful of expense accounts associated with leasing activity (commissions, tenant improvements, space refurbishment). These accounts are budgeted on a tenant by tenant basis and can be accessed through the *Space Budgeting* option in the main Start-up screen. These exceptional expense accounts will not be available through *Project Budgeting*, but you will use this option for all other typical expenses.

Project Budgeting

Choose *Project Budgeting* option from the *main menu*. You will see a screen similar to the following one:

Matches					
Account Code	Account Description	Method	Factor	JAN	F

Icon frame:

Header frame:

Project

This field defines project identification number. Click on the down arrow button next to *Project* field to bring up the list of available projects. Scroll down the list until you see the project you want to use, then click on the project to select it. The program will display the project name in the next text field on the right (see next field description).

Project name	This field displays the project name. It is not modifiable.
Cost center	This field defines cost center identification number. Click on the down arrow button next to <i>Cost center</i> field to bring up the list of available cost centers. Scroll down the list until you see the cost center you want to use, then click on the cost center to select it. The program will display the cost center name in the next text field on the right (see next field description).
Cost center name	This field displays the cost center name. It is not modifiable.
Account	This field defines the account number. Click on the down arrow button next to <i>Account</i> field to bring up the list of available accounts. Scroll down the list until you see the account you want to use, then click on the account to select it. The program will display the account name in the next text field on the right (see next field description).
Account name	This field displays the account name. It is not modifiable.

Project Budgeting screen option buttons

± Account	Click on this button if you want to create new account.
≤ Account	Retrieves and displays data for the previous account record that is displayed in <i>Matches</i> tab grid if one exists.
≥ Next	Retrieves and displays data for the next account record that is displayed in <i>Matches</i> tab grid if one exists.
Filter	Retrieves and displays all accounts in <i>Matches</i> tab grid that match the criteria in the header.
Filter:	Retrieves and displays all accounts in <i>Matches</i> tab grid that match the criteria in the selected filter (see <i>How to Use Filters</i> chapter). In other to select appropriate filter click on the down arrow button next to the <i>Filter</i> field to bring up the list of available filters. Scroll down the list until you see the filter you want to use, then click on the filter to select it.
Reports	Displays the Report screen. By default it only displays reports that belong to the <i>Project Budgeting</i> group but you may select the <i>All</i> option to view reports from other groups.
Close	Closes the <i>Project Budgeting</i> screen and returns to the calling menu.

Overview

The Properties Maintenance screen is used to enter, view, edit and delete Property data. When you create new property records, MCS automatically assigns a PSA# (unique ID for the property record). The PSA# is used to link all related data to the property.

The Property Maintenance screen contains:

- Property Transaction Data including transaction history and owners (buyers and sellers for each transaction).
- Property Description data including history of description changes.
- History of name changes.
- Notes about the property.
- Images (pictures) of the property.
- Survey types if the property is tracked.

From the Property Maintenance screen you can link to:

- The Companies screen to view and maintain Property Owners.
- The Contacts screen to view and maintain Contributors and Property Owner Contacts.
- The Document Manager screen to view and maintain documents linked to the Property.
- The Report Manager screen to print reports and letters.
- The Survey Maintenance screen to enter and edit survey data for the Property.

The Property Maintenance screen is comprised of a Header, a Matches tab, a Transactions tab, a Description tab, a Names tab, a Surveys tab and a Pictures & Notes tab. Each of these are explained in detail below.

Property Maintenance Screen Header

The header is used to both enter search criteria and to enter/view/edit Property data. Please refer to the 'How to Maintain a Property Guide' for step by step instructions for creating new Property records, retrieving and viewing existing Property records, editing existing Property records, and deleting existing Property records.

Property Maintenance Screen Header field definitions

Frame with icon

Tracked	Checked if this property is surveyed.
Active	Checked if this is an active record. It should always be checked unless you want to logically delete it (remove from view of filters, field list boxes, reports, and extracts).

Verified Checked if the property has been verified that the data is correct and the property does not have a duplicate in the MCS database.

Pending Checked if there is a pending transaction.

Property frame:

Name The common name for the property. The most current name for the property is always displayed in this field. History is available (Previous names for the property can be viewed on the Property Names tab form).

Address 1 & 2 The street address.

CSZ City, State, and Zip code the property is located in. These fields are related to the other Market type fields and entering a value in one of them may limit your choices in the others.

Type The Property Type and Sub Type classification. The Property Type from the most recent Property Description record is displayed. History is available (Previously assigned Property Types can be viewed on the Property Description tab form). You cannot edit the Property Type value displayed in the header. You can only edit it from the Property Description tab form.

Market frame:

Metro The metro area the property is located in. Accepts only valid values from Available Metros. This field is related to the other Market type fields; therefore, it's value may be limited based on the values entered in those fields.

Sub The Sub-Market the property is located in. Accepts only valid values from Available Sub-Markets. This field is related to the other Market type fields and entering a value in one of them may limit your choices in the others.

County The County the property is located in. Accepts only valid values from Available Counties. This field is related to the other Market type fields and entering a value in one of them may limit your choices in the others.

Entered frame:

By The User's Code that created the Property record. This field is read only.

Date The date the Property record was created. This field is read only.

Frame without name:

Property PSA#	The unique ID assigned to the property record. MCS automatically assigns a unique ID when the new Property record is saved.
Bulk Master	Checked if the Property record is a dummy property containing information about a bulk transaction (single transaction that includes multiple properties).
Part of	Checked if the Property was purchased as part of bulk deal.

Properties Maintenance screen option buttons

Clear	Clears all value from Property Screen and places focus in header waiting for search criteria.
Previous	Retrieves and displays data for the previous Property record that is displayed in Property Matches tab grid if one exists.
Next	Retrieves and displays data for the next Property record that is displayed in Property Matches tab grid if one exists.
Find	Retrieves and displays all Properties in Properties Matches tab grid that match the criteria in the header.
Filter	Retrieves and displays all Properties in Properties Matches tab grid that match the criteria in the selected filter. (See How to Use Filters chapter)
Filter Elipsis	Displays the Find / Filter screen to define and maintain filters. (See How to Use Filters chapter)
Document	Displays Document Manager screen.
Contact	Displays Contact Maintenance Screen. If cursor focus is in a Contact field, such as Contributor ID or Contributor Name, it retrieves and displays that Contacts data.
Company	Displays Company Maintenance Screen. If cursor focus is in a Company field, such as a Property Owner, it retrieves and displays that Companies data.
Reports	Displays the Report screen. By default it only displays reports that belong to the Properties group but you may select the All option to view reports from other groups.
Close	Closes the Property Maintenance screen and returns to the calling menu. Depending on your user setup options, all changes are either automatically saved or you will be prompted with the

option to save them. MCS will never discard your changes without your permission.

Properties Matches tab option buttons

Select	Retrieves all data for the currently highlighted Property in the Property Matches tab grid and displays the most recent Property Transaction record.
Create	Creates new Property record using data entered into header.

Property Transaction tab fields

Transaction frame:

Date	Date of the transaction.
Purchase Price	Total recorded purchase price.
Paid in Cash	The amount of the Purchase Price paid in cash as opposed to stock, debt, or trade.
Other Consideration	The value of any other consideration not included in the Purchase Price.
Part of IPO	Checked if the transaction is part of an initial public offering for the REIT (purchaser).
Part of Merger	Checked if the transaction is a result of a merger.
Confidential	Checked if this transaction is not to be made public.
Red Flag	Checked if the transaction is questionable or there is some doubt as to the accuracy of the reported data.

Contact frame:

Phone	The phone number for a contact at the property. This field is not linked to the Contacts table.
Fax	Fax number for a contact at the property. This field is not linked to the Contacts table.
Name	Full Name for the person to contact at the property. This field is not linked to the Contacts table.

Financial frame:

Potential Gross Income The most recently available Actual and Pro forma annual gross rent for total rentable space at the time of the transaction.

Vacancy & Collection Loss The most recently available Actual and Pro forma annual amounts for rentable space not rented and for rented space written off as uncollectable at the time of the transaction.

Effective Gross Income If Auto Calc is checked, MCS will automatically calculate this as Potential Gross Income minus Vacancy & Collection Loss. If not checked, this amount is manually entered. The manual override is necessary because often only partial information is available and it is desirable to capture this partial information.

Expenses The most recently available Actual and Pro forma annual amounts for total operating expense at the time of the transaction.

Net Operating Income If Auto Calc is checked, MCS will automatically calculate this as Effective Gross Income minus Expenses. If not checked, this amount is manually entered. The manual override is necessary because often only partial information is available and it is desirable to capture this partial information.

Reported Cap Rate The most recently available capitalization rate at the time of the transaction. This value is always manually entered.

Cost frame:

Planned Renovation Cost The amount the purchaser plans to spend on renovations.

Estimate Develop Cost If the property is under development, this field should contain the estimated cost to develop the property.

Estimated Value The interpreted value of the property (determined by CB) at the time of the Transaction. The field directly to the right of it is for the date the estimated value was made.

Source frame:

Type Designates the type of source that reported the transaction. The available choices are: Contributor, Contact, Periodical, Listing, Appraiser, & Prop Score. Contributor and Contact have special meanings in MCS. A Contributor is a contact that has a formal commitment to provide transactions or surveys and receives free publications in return for this commitment. The type Contact is used to designate a general contact that has no commitment and received no free publications. MCS automatically tracks all transaction and survey submittals for each Contributor. This

information is available in the Contacts Maintenance screen on the Contributions tab.

ID	If Source Type is Contributor or Contact this field contains the MCS Contact record ID. It will only accept valid IDs from the Contacts table. When a valid ID is entered, MCS automatically retrieves the Contact Name in the Source Name field.
Name	If the Source Type is Contributor or Contact, this field contains the name of the person. It will only accept valid names from the Contacts table. When a valid name is entered, MCS automatically retrieves the Contact ID in the Source ID field. If source type is set to Contributor the Lookup option will only display Contacts with Contact Type set to "Contributor". If source type is set to Contact the Lookup option will display all Contacts regardless of their Contact Type.
Company	Currently this field is not used. It was originally intended to track if the transaction was received from a Koll or CB employee.
Announcement	The date the announcement of the transaction was made.
Expected	If the transaction is Pending, this is the date it is expected to close.
Bulk frame:	
Bulk PSA#	If this property was transacted as part of a Bulk Deal then this is the PSA# for the Bulk Master record.
As of Date	This date is used by MCS to determine the most recent transaction for the Property. This field is necessary because MCS retains and tracks the history of a Properties transactions and the buyers and sellers for each transaction. MCS uses the As of Date to determine who owns/owned the property during any specified time period. You may think of the As of Date as an informal Transaction Date. It is informal because often the actual Transaction Date is unknown and you will use the As of Date to enter your estimate for the Transaction Date. Even though a date is required in this field, it is not necessary for you to enter one because MCS will automatically do it for you. It will set it to the Transaction Date if one was entered; otherwise, it will set it to the current system date. Note that this field determines the order of the transactions and affects all reports and extracts that use the Transaction data. Also note that the MCS feature to only include Most Recent records is based on this As of Date.
Auto Calc	If checked, the Effective Gross Income and Net Operating Income values are automatically calculated.

Owner Grid:

Type	Designates owner as buyer or seller for the transaction. Valid values are S for Seller, B for Buyer.
Company Type	Designates the owner as a REIT, RELP, Private Investor, etc. Accepts only valid values from Available Company Types table. The Company Type is automatically retrieved when an Owner ID or Owner Name is entered.
Owner Code	The Company Code of the Owner. If the Owner Code does not exist in the Company table, MCS will prompt you to add it. The Owner Code is automatically retrieved when the Owner ID or Owner Name is entered.
Owner Name	The Company Name of the Owner. If the Owner Name does not exist in the Company table, MCS will prompt you to add it. The Owner Name is automatically retrieved when the Owner Code or Owner ID is entered.
%	The percentage of the property owned by this owner .
Owner ID	The Company ID for the Owner. The Owner ID is automatically retrieved when the Owner Code or Owner Name are entered.
Contact ID	The Contact ID for the person to Contact in the Owner Company. The ID is automatically retrieved when the Contact Name is entered.
Contact Name	The name of the person to Contact in the Owner Company. The Contact Name is automatically retrieved when the Contact ID is entered.
Transaction Date	This is copied from the Transactions Transaction Date field and is read only.
As of Date	This is copied from the Transactions As of Date field and is read only.

Property Transactions tab option buttons

New	Creates a new transaction record and linked description record.
Previous	Retrieves and displays data for the previous Transaction record if one exists for the currently displayed Property.
Next	Retrieves and displays data for the next Transaction record if one exists for the currently displayed Property.
View	Switches the display of Transactions between single record form view (where you see only the currently selected transaction) and

multiple record grid view (where if there are multiple transactions you will see each transaction as a separate row in a grid).

Property Description tab fields

Area frame:

Land	The land size in acres.
Gross Lse.	Gross leaseable square footage.
Net Lse.	Net leaseable square footage. Most reports and calculations will use the net leaseable square footage if a value greater than zero has been entered; otherwise they will use the gross leaseable square footage if a value has been entered.

Year frame:

Built	The four digit year the main building was built. Accepts values between 1753 and 2100.
Remodeled	The four digit year the property was last remodeled. Accepts values between 1753 and 2100.
Last Sold	The four digit year the property was last sold. Accepts values between 1753 and 2100.

Property Type frame:

Code	A two character code that represents the property type. E.g. "1A". Accepts only valid values from Available Property Types table.
Type	A short description of the main property type. E.g. "Office". Accepts only valid values from Available Property Types table. The value is automatically retrieved when the Code is entered.
Sub-Type	The property classification. E.g. "A". Accepts only valid values from Available Property Types table. The value is automatically retrieved when the Code is entered.

Cost frame:

Planned Renovation Cost	An estimate of the dollar amount that is currently planned (announced) to be spent on renovations. This is usually an amount the new owner (purchaser) of the property intends to spend. Accepts dollars only (no cents).
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Estimated Develop Cost If the property is developed, this is an estimate of the dollar amount spent to develop it, excluding land cost; otherwise, it is the amount for the current development. Accepts dollars only (no cents).

Estimated Value The estimated total value of the property. Accepts dollars only (no cents).

Estimated Valuation Date This field is directly to the right of Estimated Value and has no label. It is the date the Estimated Value was made.

Property Management frame:

By The name of the Property Management Company. If the name does not exist in the Company table, MCS will prompt you to add it. The Property Management Company Name is automatically retrieved when a Property Management Company ID is entered.

ID The Company ID for the Property Manager. The ID is automatically retrieved when the Property Manager Name is entered.

Description of Property Text describing the property. This is a memo field that allows up to 64k bytes of text. You can expand the viewing area of this field by pressing the small “+” button. You can then contract the viewing area by pressing the small “-“ button. See also the Short Note and Long Note fields on the Pictures and Notes tab form.

Description frame:

As of Date This date is used by MCS to determine the most recent description for the Property. This field is necessary because MCS retains and tracks the history of Property descriptions. The Property Description ‘As of Date’ serves the same purpose as the Properties Transaction ‘As of Date’. It is the starting date that the Description record applies to the property. If this Description record is linked to a Transaction record MCS will set this date to the ‘As of Date’ from the linked Transaction record and you will not be able to change this date from the Description record. If the Description record is not linked to a Transaction record, MCS will set the As of Date to the Current system date. You may change the date to any valid date. Note that this field determines the order of the descriptions and affects all reports and extracts that use the Description data. Also note that the MCS feature to only include Most Recent records is based on this ‘As of Date’.

Rental Units The total number of rental units from all buildings that are part of the property.

Stories	The total number of floors in the tallest building that is part of the property.
Buildings	The total number of buildings that are part of the property.
Office %	The percentage of the rental unit space that is categorized as office space.
Occupied %	The total percentage of the rental space that is currently occupied (not vacant)
Under Development	Checked if the property is being developed (under construction and not completed).
Exp. Completion	If the property is under development, the date the property development is expected to be completed.
Spec. Circumstances	???
Developed by REIT	Checked if the property was originally developed by REIT.
Ownership Type	The legal ownership type. E.g. "Fee simple". Accepts only valid values from Available Ownership Types.

Property Description tab option buttons

New	Creates a new Description record.
Previous	Retrieves and displays data for the previous Description record if one exists for the currently displayed Property.
Next	Retrieves and displays data for the next Description record if one exists for the currently displayed Property.
View	Switches the display of Descriptions between single record form view and multiple record grid view.

Property Names tab fields

Name frame:

Name	The common name that the property is known as. This is the same name that is displayed on in the Property Header.
Legal Name	The legally recorded name for the property.
As of Date	This date is used by MCS to determine the most recent name for the Property. This field is necessary because MCS retains and

tracks the history of a Property's names. Defaults to the current system date. You may change the date to any valid date. Note that this field determines the order of the names and affects all reports and extracts that use the Name data. Also note that the MCS feature to only include Most Recent records is based on this 'As of Date'.

No frame:

Country	The country code for the country that the property is located within. Accepts only valid values from the Available Countries table. This field's value is stored in the Property record (not the Name record).
Region	The geographical region within the country that the property is located within. Accepts only valid values from the Available Regions table. This field's value is stored in the Property record (not the Name record).
GIS Coordinates	The longitude and latitude vectors (mapping coordinates) for the property location. They must be separated by commas. This field's value is stored in the Property record (not the Name record).

Property Names tab option buttons

New	Creates a new Name record.
Previous	Retrieves and displays data for the previous Name record if one exists for the currently displayed Property.
Next	Retrieves and displays data for the next Name record if one exists for the currently displayed Property.
View	Switches the display of Names between single record form view and multiple record grid view.

Property Surveys tab fields:

Type:

Survey	There are two categories of surveys to distinguish between collected data (e.g. Prototype Surveys, Apartment Surveys and Storage Unit Surveys) and data that was created as a result of some process (e.g. REIT Score). When "Survey" is marked, the Survey Types displayed are filtered to display only collected data. This is the default value and only type currently used by CB.
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Analysis When “Analysis” is marked, the Survey Types are filtered to display only processed data.

Additional Information

Every record in MCS contains the following fields:

Country	The Country code for the Property (only allows entry of values for the Property record and is empty for the Transaction, Description, Name, Survey, and Picture records). Note this is the same value that is displayed on the Property Names tab.
GIS Code	The GIS code for the Property (only allows entry of values for the Property record and is empty for the Transaction, Description, Name, Survey, and Picture records). Note this is the same value that is displayed on the Property Names tab.
Created By	The user that created the record. The user is determined from login. The value is automatically inserted by MCS and cannot be edited.
Created Date	The date the record was created. The value is automatically inserted by MCS and cannot be edited.
Modified By	The user that last modified the record. The user is determined from login. The value is automatically inserted by MCS and cannot be edited.
Modified Date	The date the record was last modified. The value is automatically inserted by MCS and cannot be edited.

To display the above fields for the Property record:

- 1) Select the Matches tab form.
- 2) Select the property row in the Matches grid that you want to view Additional Information for. Do this by highlighting it and double clicking on the row.
- 3) Press F5 to display the Additional Information pop-up form.
- 4) You can enter or edit the Country and GIS fields
- 5) To close the pop-up form:
 - a) Press OK to close the pop-up form and save any changes you may have made.
 - b) Press Cancel to close the pop-up form and discard any changes you may have made.

To display the above fields for the Transaction, Description, Name, Survey, and Picture records:

- 1) Select the Transaction, Description, Name, Survey, or Picture records tab form.

- 2) Place the cursor in any field on the tab form. Note, if you are in grid view, place the cursor in any field on the row of the record you wish to Additional Information for.
- 3) Press F5 to display the Additional Information pop-up form.
- 4) You cannot enter or edit any of the fields.
- 5) To close the pop-up form press OK or Cancel.

How to Retrieve a Property

There are three different methods to retrieve an existing property:

1. Using PSA#.
 2. Using header criteria.
 3. Using filter criteria.
- 1) Using the PSA# is the most direct method:
 - A) Enter the number in the Property PSA# field and press the enter key.
 - B) If the PSA# exists in the database, MCS retrieves the property and it's related data:
 - i) The Type displayed in the header is the most recent property type.
 - ii) The Transaction tab is automatically displayed showing the most recent transaction record.
 - iii) If you select the Description tab, the most recent description record is displayed.
 - C) If the PSA# does not exist in the database, MCS will display a message asking you if you want to add the property. (See the section below, How to Add a New Property)
 - 2) Using header criteria for commonly used searches:
 - A) Enter your search criteria into any field in the header area of the screen (see MCS User Manual for more detailed information):
 - i) Enter a value or partial value into the field.
 - ii) Asterisks can be used as wild cards "*" before and after a value.
 - iii) Question marks "?" can used as wild card for a single character.
 - B) Press the FIND button.
 - C) MCS will then do one of three things:
 - i) If no matches exist in the database, MCS will display a message asking you if you want to add the property. (See the section below, How to Add a New Property)
 - ii) If only one match is found, MCS will automatically retrieve the record and it's related data and take you to the Transaction tab form.
 - iii) If more than one match is found, MCS will display all matches in a grid on the Property Matches tab form.
 - (a) You can sort on any column in the Property Matches tab by clicking on the column name (heading). MCS will sort the data in ascending order based on the selected column.
 - (b) You can click on the same column name again and MCS will re-sort in descending order.
 - (c) Double click on any property (row) to retrieve and display the property.
 - D) When the property is retrieved and displayed:

- i) The Type displayed in the header is always the most recent property type.
 - ii) The Transaction tab is automatically displayed showing the most recent transaction record.
 - iii) If you select the Description tab, the most recent description record is displayed.
 - E) If there are multiple properties displayed in the Property Matches tab grid, you can use the Previous and Next buttons to select them:
 - i) Pressing Previous will:
 - (a) Automatically save any changes made or at least prompt you to save the changes (depending on your user settings).
 - (b) Clear the Property Screen of the current property's data
 - (c) Retrieve the previous record in the grid (if there is a previous record).
 - ii) Pressing Next will:
 - (a) Automatically save any changes or at least prompt you to save the changes (depending on your user settings).
 - (b) Clear the Property Screen of the current property's data.
 - (c) Retrieve the next record in the grid (if there is a next record).
- 3) Using filter criteria for more complex searches:
 - A) You can select an existing filter using the Filter combo box at the bottom of the screen or you can define a new filter by pressing the elipsis button to the right of the Filter combo box. (see MCS User Manual for further instructions)
 - B) MCS will then do one of two things (it behaves the same as if you entered criteria in the header):
 - i) If only one match is found, MCS will automatically retrieve the record and it's related data and take you to the Transaction tab form.
 - ii) If more than one match is found, MCS will display all matches in a grid on the Property Matches tab form.
 - C) Double click on any property (row) to retrieve and display the property.
 - D) When the property is selected and displayed:
 - i) The Type displayed in the header is the most recent property type.
 - ii) The Transaction tab is automatically displayed showing the most recent transaction record.
 - iii) If you select the Description tab, the most recent description record is displayed.

To enter new search criteria:

- 1) Press the Clear option button to clear the screen including all search criteria.
- 2) Repeat the steps for one of the three search options listed above.

To exit the Property screen:

- 1) Press the Close option button.
- 2) MCS will allow you to exit the screen as long as you do not have a dialog box open (a dialog box is a small pop-up window). If you have a dialog box open you need to close it first then press the Close option button.

How to Navigate the Property Screen

- 1) The Transaction tab form:
 - A) MCS displays the number of transaction records for the property near the bottom left hand side of the Transaction tab form. E.g. “1 of 3 records.”
 - B) When a property is first retrieved, MCS always displays the most recent transaction record.
 - E) If you press the View option button (located on the Transaction tab form), MCS will switch from form view (single record) to grid view (multiple records):
 - i) MCS will display the most recent transaction at the top of the grid
 - ii) If there are other transactions, they are displayed in descending order following the most recent transaction.
 - iii) You can change the sort order by:
 - (a) Clicking on the column name (heading) for any column.
 - (b) MCS will sort the data in ascending order based on the selected column.
 - (c) You can click on the same column name again and MCS will re-sort in descending order.
 - iv) Pressing View again will display the currently selected transaction record in form view.
 - F) If there are multiple transactions, you can use the Previous and Next buttons (located on the Transaction tab) to select them:
 - i) Pressing Previous will:
 - (a) Automatically save any changes made to the currently selected transaction or at least prompt you to save the changes (depending on your user settings).
 - (b) Retrieve and display the previous transaction if you are in form view or move the focus to the previous row in the grid (if there is a previous record).
 - ii) Pressing Next will:
 - (a) Automatically save any changes made to the currently selected transaction, or at least prompt you to save the changes (depending on your user settings).
 - (b) Retrieve and display the next transaction if you are in form view or move the focus to the next row in the grid (if there is a previous record).
 - G) The Owners grid:
 - i) Displays the owners for the currently selected transaction.
 - ii) When a different transaction is selected, any changes made to an owner record are either automatically saved or MCS will prompt you to save them (depending on your user settings).
 - iii) The Owners grid displays two rows at a time (due to limited screen space), but there is no limit to the number of owners (rows) that can be entered for a property transaction.
 - iv) To navigate the Owners grid:
 - (a) Use the mouse to place the cursor on any row in the Owners grid.

- (b) Use the up and down arrow keys to move from one owner record to the next (or use the mouse to click on the slider bar).
 - (c) If you made a change to an owner record, MCS will either automatically save your change or it will prompt you to save the change anytime you move to another owner record.
 - H) To view the Description linked to the current Transaction:
 - i) Press the Description option button (located on the transaction tab form).
- 4) The Description tab form:
 - A) MCS displays the number of Description records for the property at the bottom center of the Transaction tab form. E.g. "1 of 3 records."
 - B) When a property is first retrieved, MCS always displays the most recent description record.
 - C) If you press the View option button (located on the Description tab form) to switch from form view (single record) to grid view (multiple records):
 - i) MCS will display the most recent description at the top of the grid.
 - ii) If there are other description records, they are displayed in descending order following the most recent description.
 - iii) You can change the sort order by:
 - (a) Clicking on the column name (heading) for any column
 - (b) MCS will sort the data in ascending order based on the selected column.
 - (c) You can click on the same column name again and MCS will re-sort in descending order.
 - iv) Pressing View again will display the currently selected description record in form view.
 - D) If there are multiple descriptions, you can use the Previous and Next buttons to select them:
 - i) Pressing Previous will:
 - (a) Automatically save any changes made to the currently selected description, or at least prompt you to save the changes (depending on your user settings).
 - (b) Retrieve and display the previous description if you are in form view or move the focus to the previous row in the grid (if there is a previous record).
 - ii) Pressing Next will:
 - (a) Automatically save any changes made to the currently selected description, or at least prompt you to save the changes (depending on your user settings).
 - (b) Retrieve and display the next description if you are in form view or move the focus to the next row in the grid (if there is a previous record).
- 5) The Names tab form:
 - A) MCS displays the number of Name records for the property at the bottom center of the Transaction tab form. E.g. "1 of 2 records."
 - B) When a property is first retrieved, MCS always displays the most recent name record.

- C) If you press the View option button (located on the Name tab form) to switch from form view (single record) to grid view (multiple records):
 - i) MCS will display the most recent name at the top of the grid.
 - ii) If there are other name records, they are displayed in descending order following the most recent name.
 - iii) You can change the sort order by:
 - (a) Clicking on the column name (heading) for any column
 - (b) MCS will sort the data in ascending order based on the selected column.
 - (c) You can click on the same column name again and MCS will re-sort in descending order.
 - iv) Pressing View again will display the currently selected name record in form view.
 - D) If there are multiple descriptions, you can use the Previous and Next buttons to select them:
 - i) Pressing Previous will:
 - (a) Automatically save any changes made to the currently selected name, or at least prompt you to save the changes (depending on your user settings).
 - (b) Retrieve and display the previous name if you are in form view or move the focus to the previous row in the grid (if there is a previous record).
 - ii) Pressing Next will:
 - (a) Automatically save any changes made to the currently selected name, or at least prompt you to save the changes (depending on your user settings).
 - E) Retrieve and display the next name if you are in form view or move the focus to the next row in the grid (if there is a previous record).
- 6) The Picture and Notes form:
- A) There is a single Short Note and Long Note per property and they are always visible on the tab form.
 - i) You can expand the size of the Long Note by pressing the “+” option button.
 - ii) You can contract the size of the Long Note by pressing the “-“ option button.
 - B) Pictures:
 - i) Select an image name in the list by highlighting it then press enter key (or double click on image name).
 - ii) MCS displays the image in the Image frame.
 - iii) Note that the image frame is empty by default. This increases the performance of MCS, because images are time consuming to load.
 - iv) To view another picture, repeat the steps above to select any image in the list. There is no limit to the number of pictures each property can have.
- 7) The Survey tab form:
- i) If the property has survey data, you can view the data by:
 - (a) First, selecting a Survey Type. It defaults to “Survey”. At the present time the other option “Analysis” is for future use and is currently not used. To improve clarity, the

- names will be changed in the near future. “Survey” will be changed to “Raw”, and “Analysis” to “Processed”.
- (b) Second, selecting a Survey Name from the drop down list in the combo box. E.g. “Apartment Survey”.
 - (c) Optionally, entering a year and/or period.
 - (d) Then, press Find.
 - (e) If there are surveys matching your criteria, they will be displayed in the grid.
- ii) To view the surveys registered for the property:
 - (a) Press the Survey option button.
 - (b) The pop-up form, Survey Maintenance is displayed.
 - (c) Press the Close button (on the pop-up form) to return to the Property screen Survey tab form.

How to Exit the Property Screen

- 1) Press the Close option button.
- 2) MCS will allow you to exit the screen as long as you do not have a dialog box open (a dialog box is a small pop-up window). If you have a dialog box open you need to close it first then press the Close option button.

How to Edit a Property

Before reading the following instructions, first read the instructions How to Navigate the Property Screen.

Note: When editing data and you move focus from one edited record to another record, MCS will either automatically save your changes or it will ask you if you want to save your changes. E.g. if there are two transactions and you edit the most recent one then place the cursor in the other transaction record, MCS will either automatically save the changes or it will prompt you to save them, depending on your user settings. You can also force MCS to save your changes at any time, by pressing ‘Ctrl-S’.

Note: To edit a value you can either give the field focus and type over the value or you can double click on the field to position the cursor within the data, allowing you to insert or delete individual characters. (For additional instructions see the How to Enter and Edit Data section of the MCS User’s Guide)

- 1) Retrieve the Property record you want to edit.
- 2) Editing data in the Property Header:
 - A) You may change the current name of the Property by editing the Name in the Property Header. When saved, it updates the most recent Name record in the Property Names table. If you go to the Names tab form and you will see your edit there.
 - B) You may edit any field that does not have a gray background. The gray background signifies that the field is read only and cannot be edited in the

- Property Header. The Header fields Property Type, Metro, Sub-Market, Modified by, and Modified Date are read only.
- C) When finished editing the fields in the Property Header you have the following choices available to save your changes:
 - i) Force the save by pressing Ctrl-S.
 - ii) Move the focus (place the cursor) outside the Property Header which causes MCS to either automatically save your changes or ask you if you want to save your changes.
 - iii) Press any of the option buttons such as the Next or Previous property buttons or the Close button.
 - 3) Editing the data in the Transaction tab:
 - A) Click on the Transaction tab.
 - B) MCS displays the most recent Transaction first. If there are additional (historical) Transactions, MCS will indicate this in the lower right hand corner of the Transaction tab, e.g. "1 of 2 records".
 - C) Select the Transaction you want to edit (refer to the section How to Navigate the Properties Screen).
 - D) You may edit any field that does not have a gray background.
 - E) Special considerations:
 - i) To enter or edit the Bulk Master PSA# you must first check 'Part of Bulk' in the Property Header. This will enable the field and remove the gray background.
 - ii)
 - F) To edit the Property Owners:
 - i) Place the cursor in the Owner record (row) that you want to edit.
 - ii) You may edit any field that does not have a gray background.
 - iii) If you need to change the Owner for an existing record you should:
 - (a) Delete the Owner record.
 - (b) Enter a new Owner record.
 - iv) Once an Owner has been entered, the lookup option for the Contact ID and Contact Name fields will only display contacts for that Owner Company.
 - v) If you enter a Contact Name that does not exist in the MCS database for that Company, MCS will ask you if you want to add a new contact. Press 'Yes' to create a new record in the Contact database or 'No' to cancel.
 - 4) To add a new Transaction record:

- A) Press the 'New' button on the Transaction tab.
 - i) MCS will create a new Transaction record and a new Description record. (Note: Every Transaction record always has a corresponding Description record and MCS automatically creates a link between them. MCS secures this link by preventing you from removing it.
- B) After the new records are created, MCS places the cursor in the Transaction Date field of the new Transaction record.
- C) Enter the new Transaction data.
- D) When you select the Description tab, MCS will display the corresponding Description record for the new Transaction.
- E) If there was a previous Description record, you will see that MCS has copied most of the data from that previous record to this new record
- F) Enter and edit the Description data.

How to Delete a Property

- 1) Retrieve the Property record you wish to delete.
- 2) Display the Matches tab.
- 3) Highlight the Property you want to delete by clicking on it.
- 4) Select 'Edit' from the menu bar.
- 5) Select 'Delete record' from the drop down menu.
- 6) MCS will prompt you to confirm deletion of Property and all related data.
- 7) Press 'Yes' to confirm or 'No' to cancel.

Note:



When you delete a property, all transactions, owner links, descriptions, and names delete the property, you must first delete the surveys using the Survey Maintenance screen then return to the Properties Maintenance screen and delete the Property.

How to Add a new Property

- 1) There are two methods you may use when adding a new property:
 - A) If you are sure the Property does not already exist in the MCS database then:
 - i) Press the 'New' option button (located in the lower left corner of the Matches tab).
 - ii) MCS will create a new property record and automatically assign a 'PSA#' to it.
 - B) If you are not sure if the Property exists in the MCS database then:

- i) Enter your search criteria and use 'Find' option button to search for possible matches.
- ii) If MCS cannot find a match, it will prompt you to add the property:
 - (a) Select 'Yes' to create a new property record or 'No' to edit your search criteria and perform a new search.
- iii) If MCS finds matches:
 - (a) Review the property matches to determine if the property is among them.
 - (b) If the property is not among them, you may press the 'New' option button to create a new property record.
 - (c) If the property is among them, select the property by double clicking on it and enter the new information, e.g. new transaction, new description, etc. (refer to the section above, How to Edit a Property)

Press No button to return focus to Property Screen without adding the property.