

# **Complete Portfolio**

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# Complete Portfolio

## Searching and Viewing Objects (Real Properties)

Summary of all real estates in the system.

Importing and reporting with financial key data on the level of objects, units and companies.

Through the deposit of dissimilar data cluster of the property like purchasing price, ancillary expenses, acquisition value, appraisal value, expertise etc. these financial informations can be deposited due date drawn and analysed in reportings (i. e. the progress of appraisal value).

The administrated key data can be configured customer specific and the acquisition in the system can also be convenient in imports.

*Portfolio > Portfolio History > Complete Portfolio*

gives you a summary over all in the system applied, or bought properties.



Summary of all Objects (all Properties)

You can limit the number of objects in the Flexigrid with further criterias:

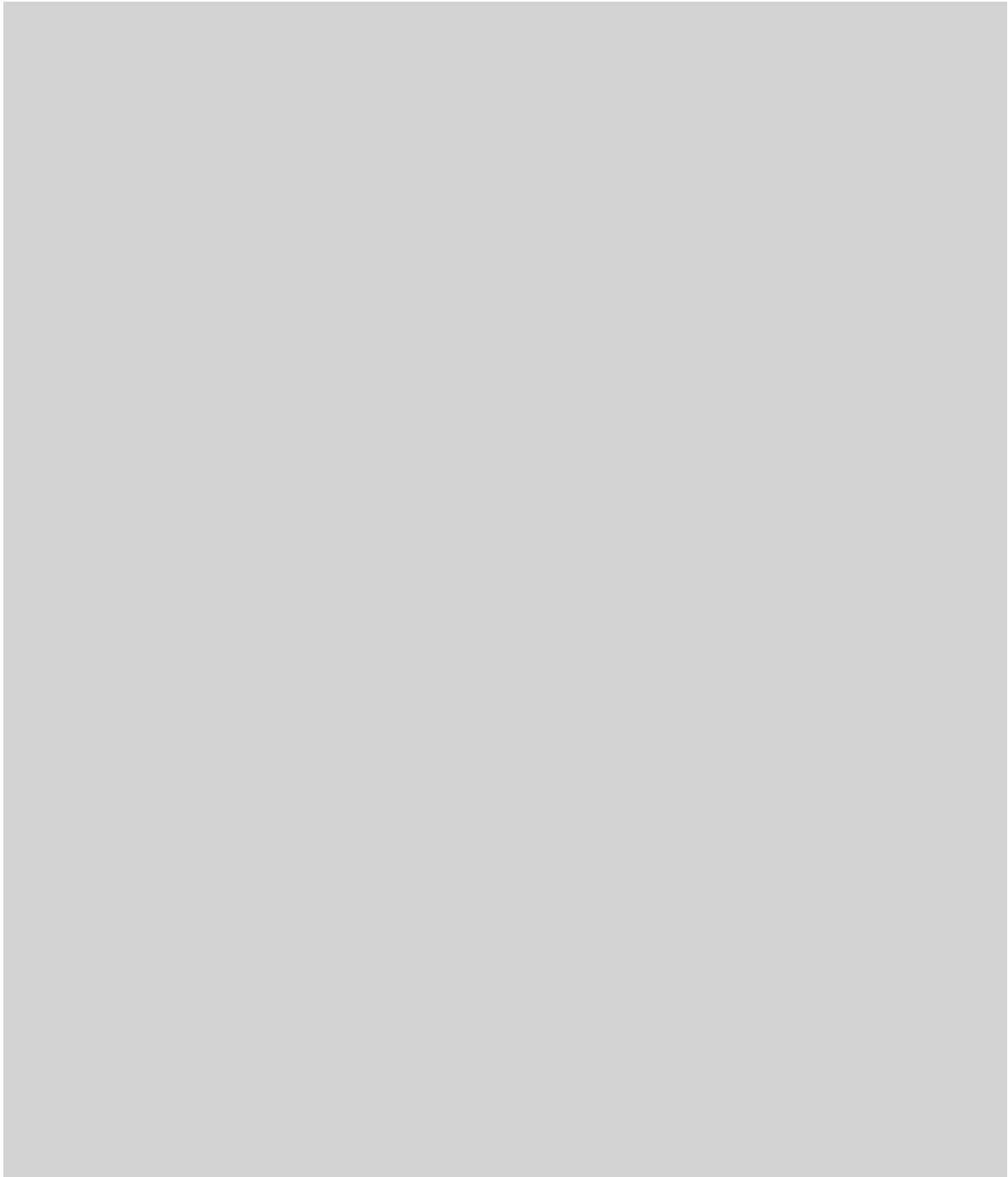
1. Business fields
2. Countries
3. Facility Management
4. Assetmanager



The Query after choosing Cconstriction of an Asset Manager

Conventional you can search with the Quick Search (for example) Name respectivly the Advanced Search to limit the choice.

With the button: *Quick Search* respectiveloy the Shortcut Strg-Shift-F you have the extended and comfortable possibility to look for objects in all fields.



Quick Search

(for example "Adam" delivers all records with "Adam", independent the field it contents).



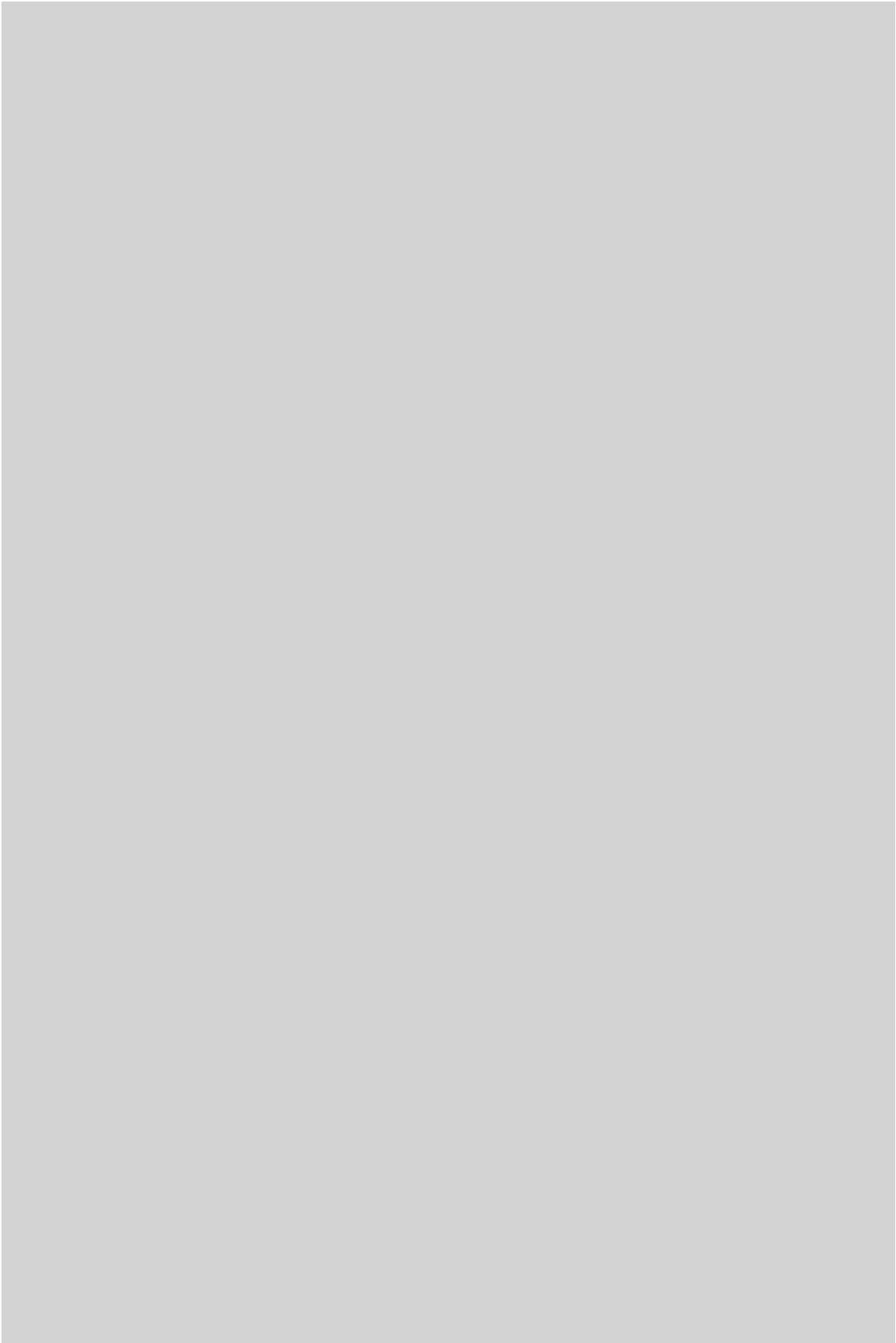
Query filters (Constraints)

**Possible Handling and Information of a Property**

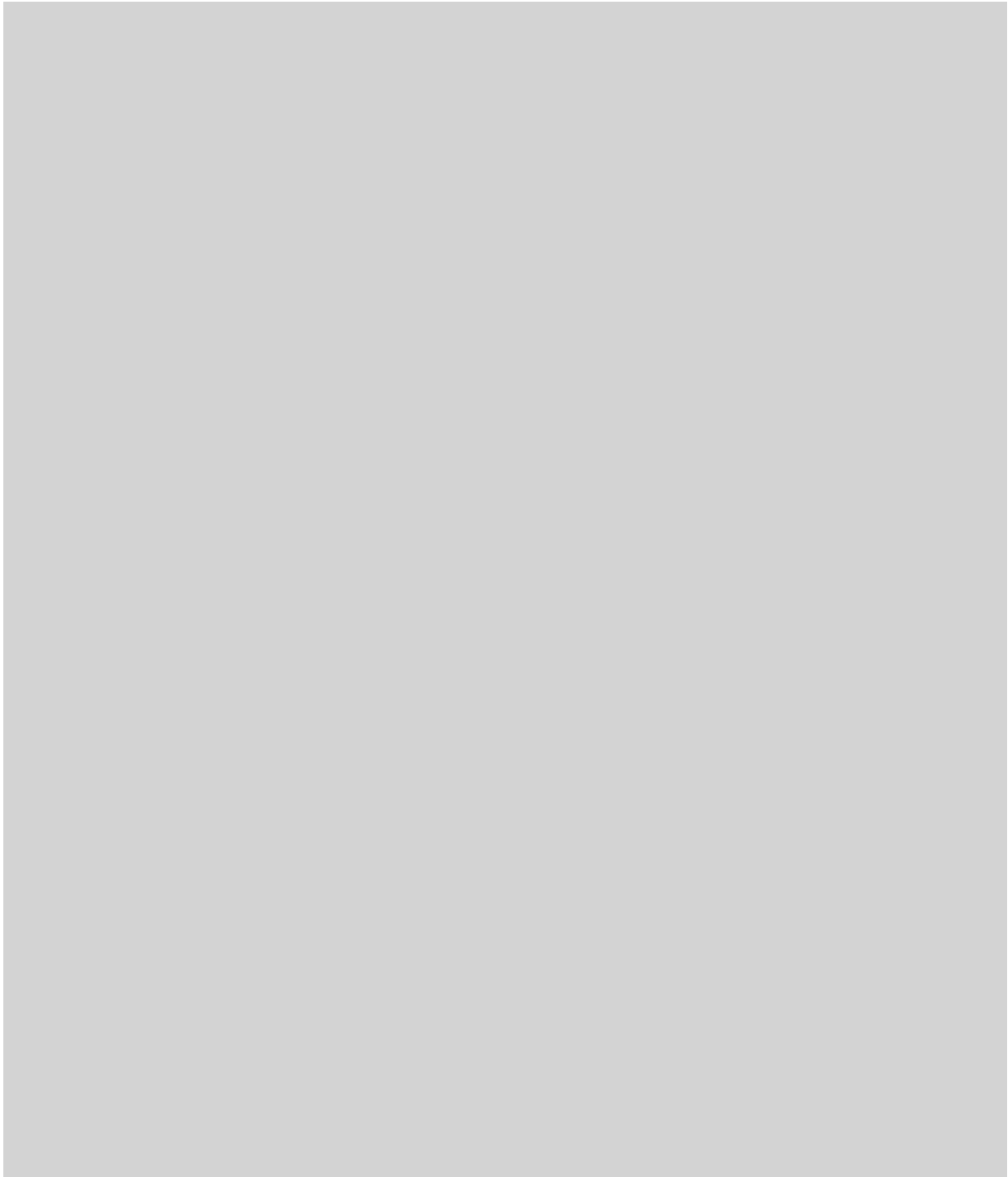


Summary of all Objects

To open the record of an applied property click on the checkmark on the begin of the line.



The first register of an existing Property



The Register: Tasks

The current standing of the Lease-List will be shown in a Flexigrid summary. A Lease-List deemed to be actual when it is imported in the current month.

red  
green  
yellow

not actual  
actual  
Lease-List not existing

### **Creating Properties**

To create a new property click in the flexigrid on the button *Create Property*. First fill in the basic Information of the property in the following registers:

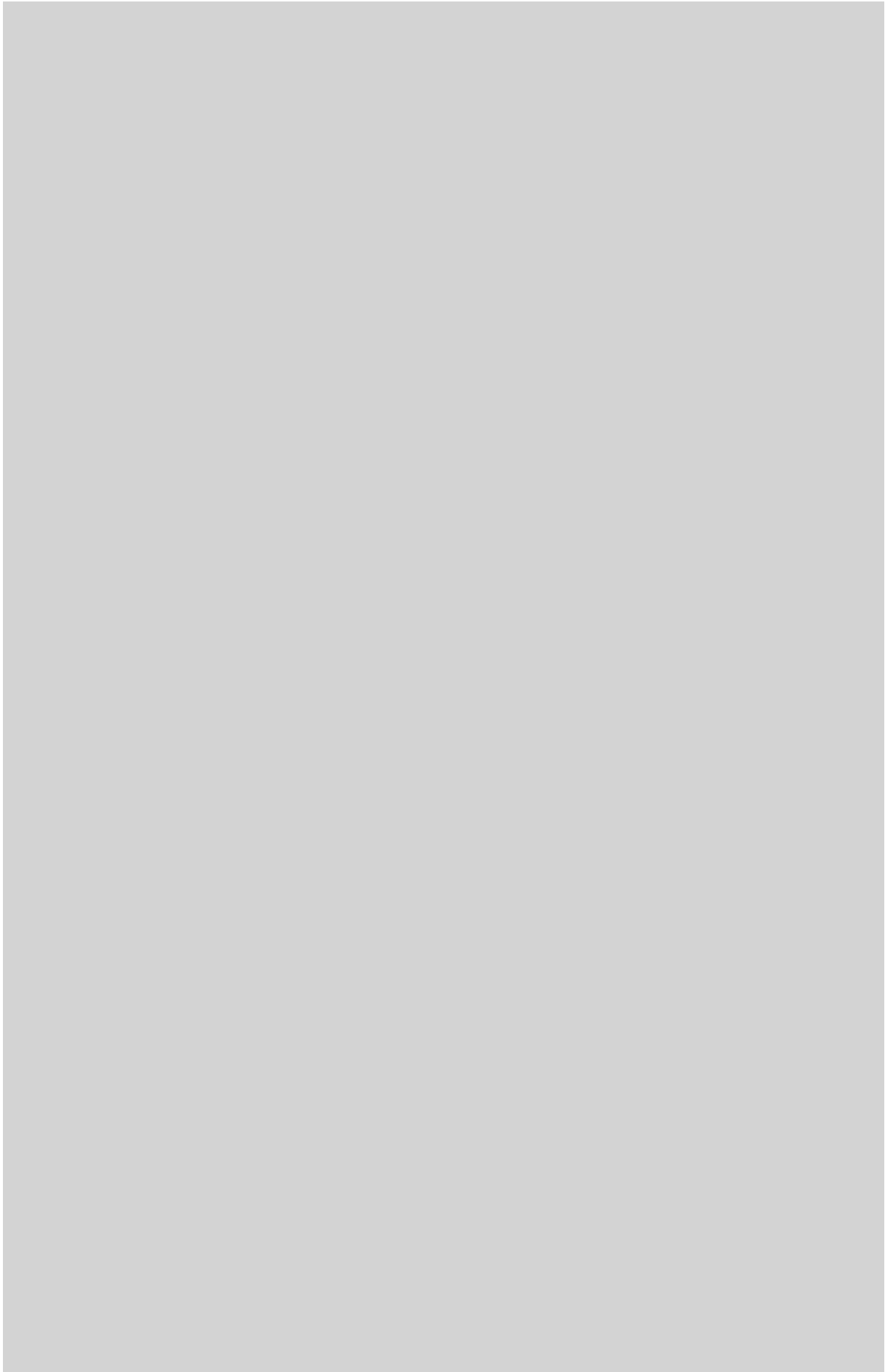
Finance data can only be imported by *Other Modules > Financials > Financial Data Import*

Direct changes on the property are not possible therefore. Also importing with *System > Master Data Import > Real estate* is not possible.

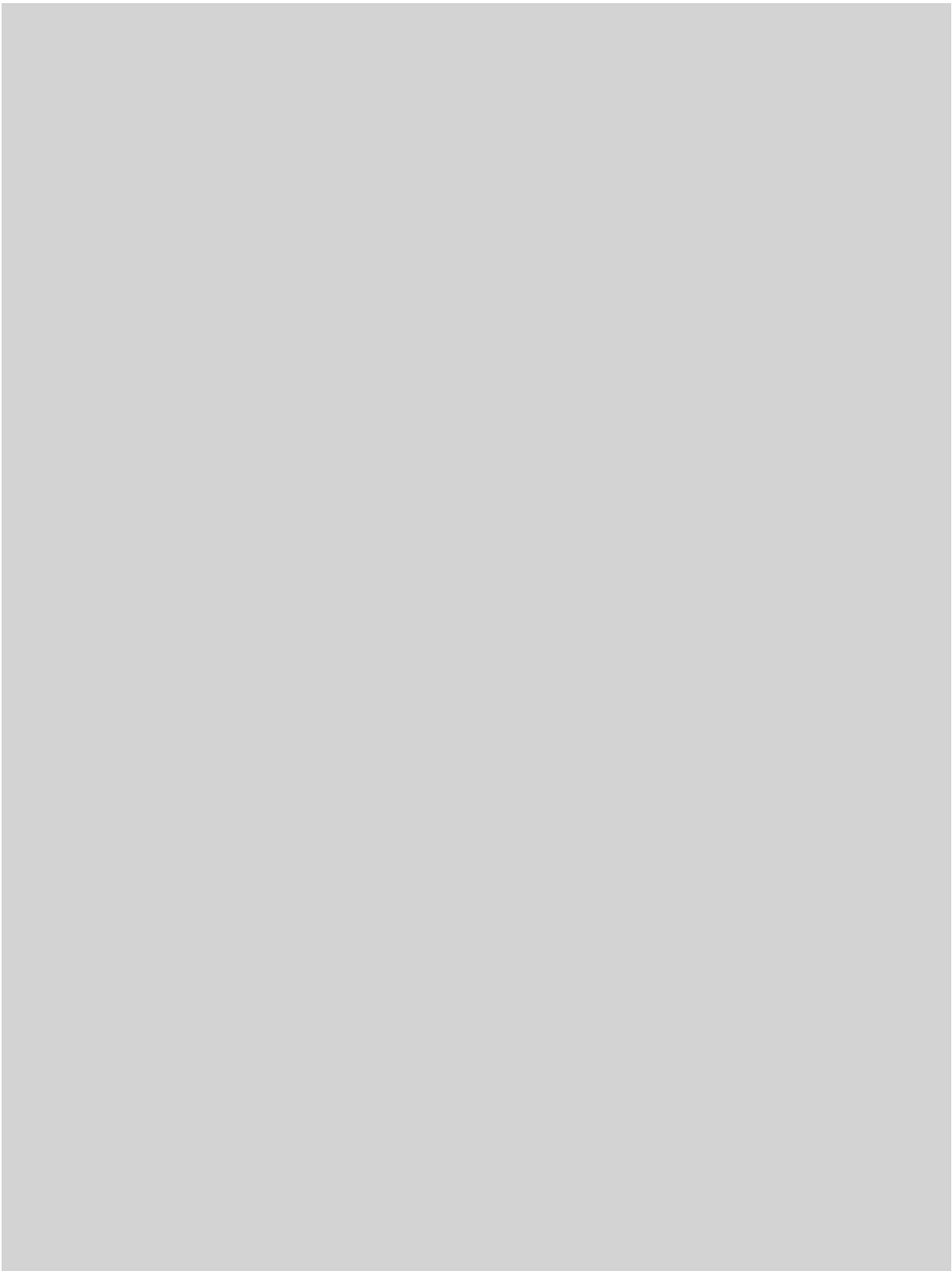
Following fields are locked in the object:

- additional charges
- acquisition value (cost value)
- IAS value (will be changed to IFRS - International Financial Reporting Standards)
- Asset under Construction
- Market Value, Assesor, Valuation Method, last Expertise
- Market Value2, Assesor2, Valuation Method2, last Expertise2
- Book Value at cost

Click the button: *Create Property* to start the form for creating a new entity of an object.



The first Register: Property Information



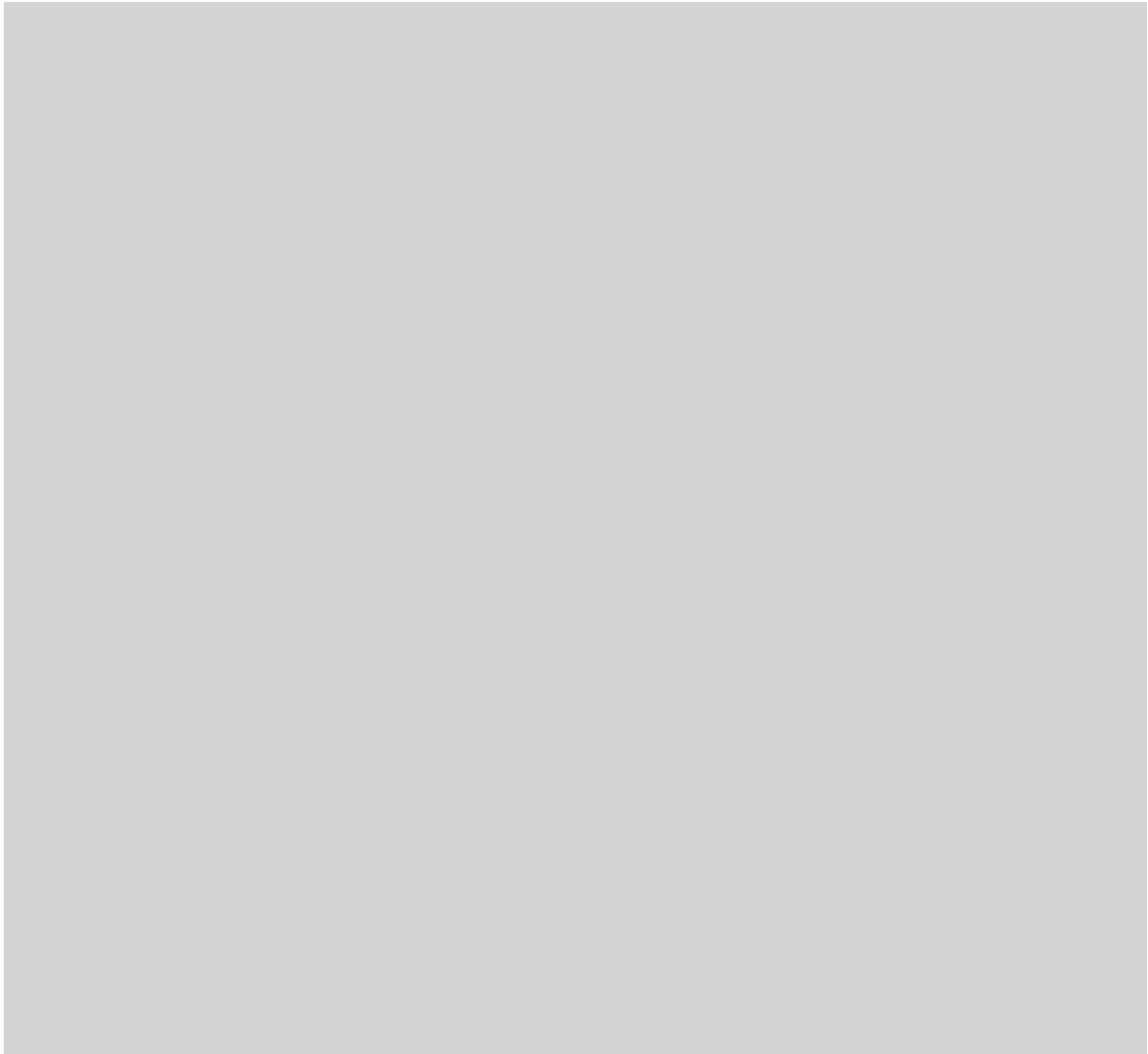
The second Register: Forecast Parameters



The third Register: Property Dashboard



The fifth Register: Property Details



Register: Fiancial Data



Register: Budgeting and Planning

To save the basic information click the Save-Button in all registers. Now you can continue with the information of th property.

**Yet you have another Question leave it on this Site for the metamagix-Support-Team.**