

Current

Administrator

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Current

In the menue *Portfolio > Portfolio History > Current* you get a list of the current objects in the system.



Summary of current Objects (all Properties)

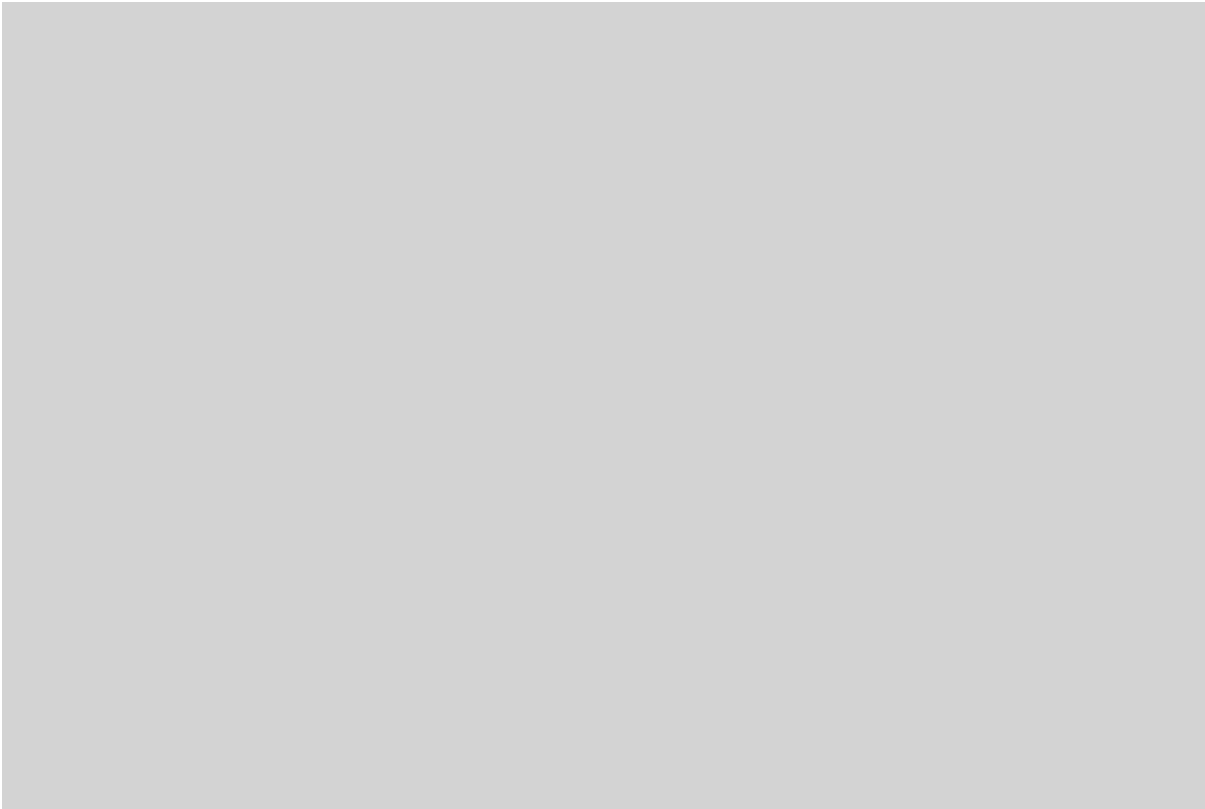
The other queries concerning the objects you can access on the menue *Portfolio > Portfolio History ...*

Here you can start the queries, for example: complete Portfolio, current Portfolio , Sold Portfolio etc.

Summery of the current real estates in the System *Portfolio > Portfolio History > Current Portfolio* gives you a summery over all in the system applied, or bought properties.

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

- Business fields
- Countries
- Facility Management
- Assetmanager



choosing constriction of an Area of Business

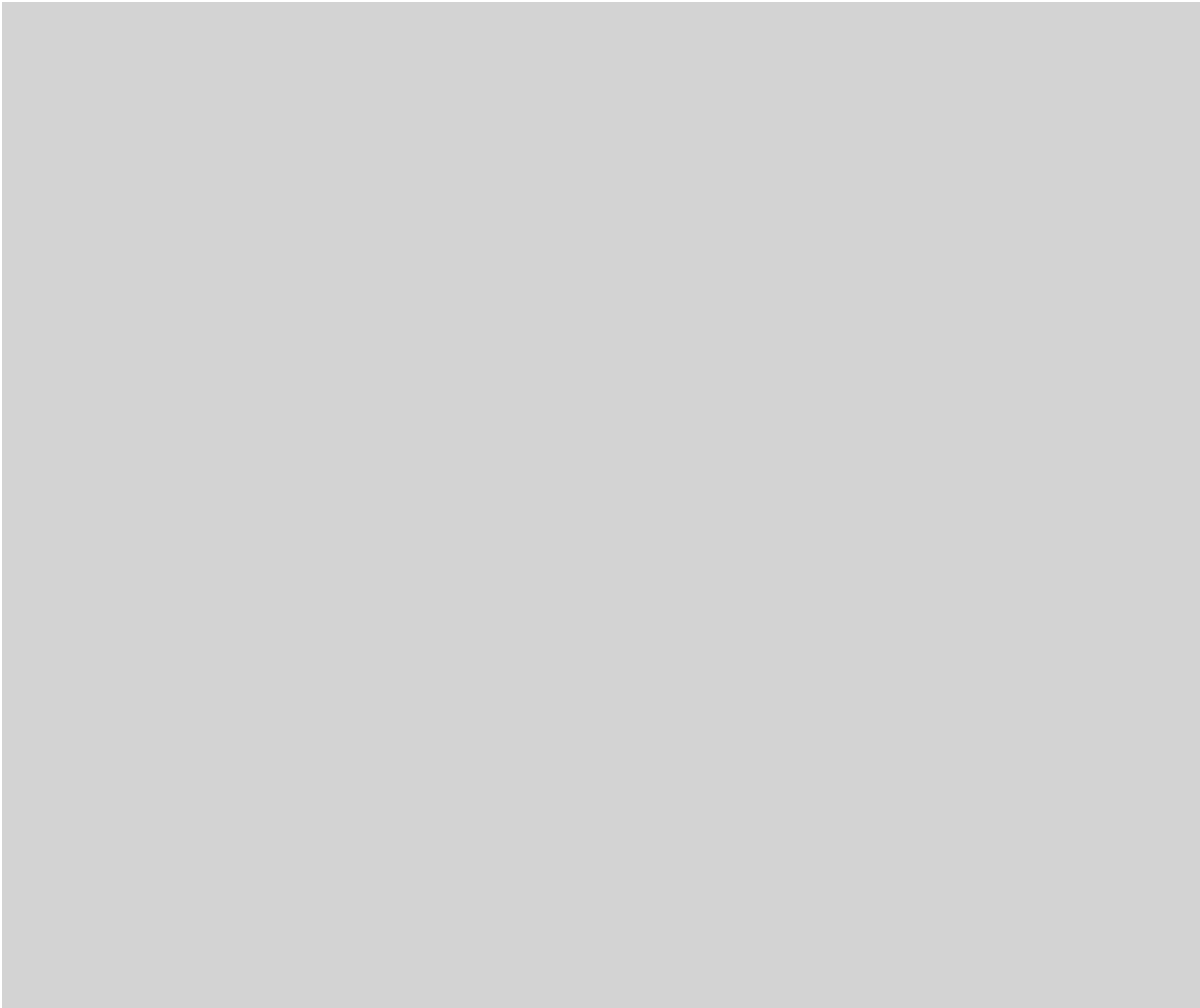
Conventionally you can search with the menu: *Quick Search* (for example) Name respectively the *Advanced Search* with more options to limit the result.

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

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



Load Set of Filters



Opened Filter Selection

Possible Handling and

Informationen of a Property

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 = not actual

green = actual

yellow = 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.

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

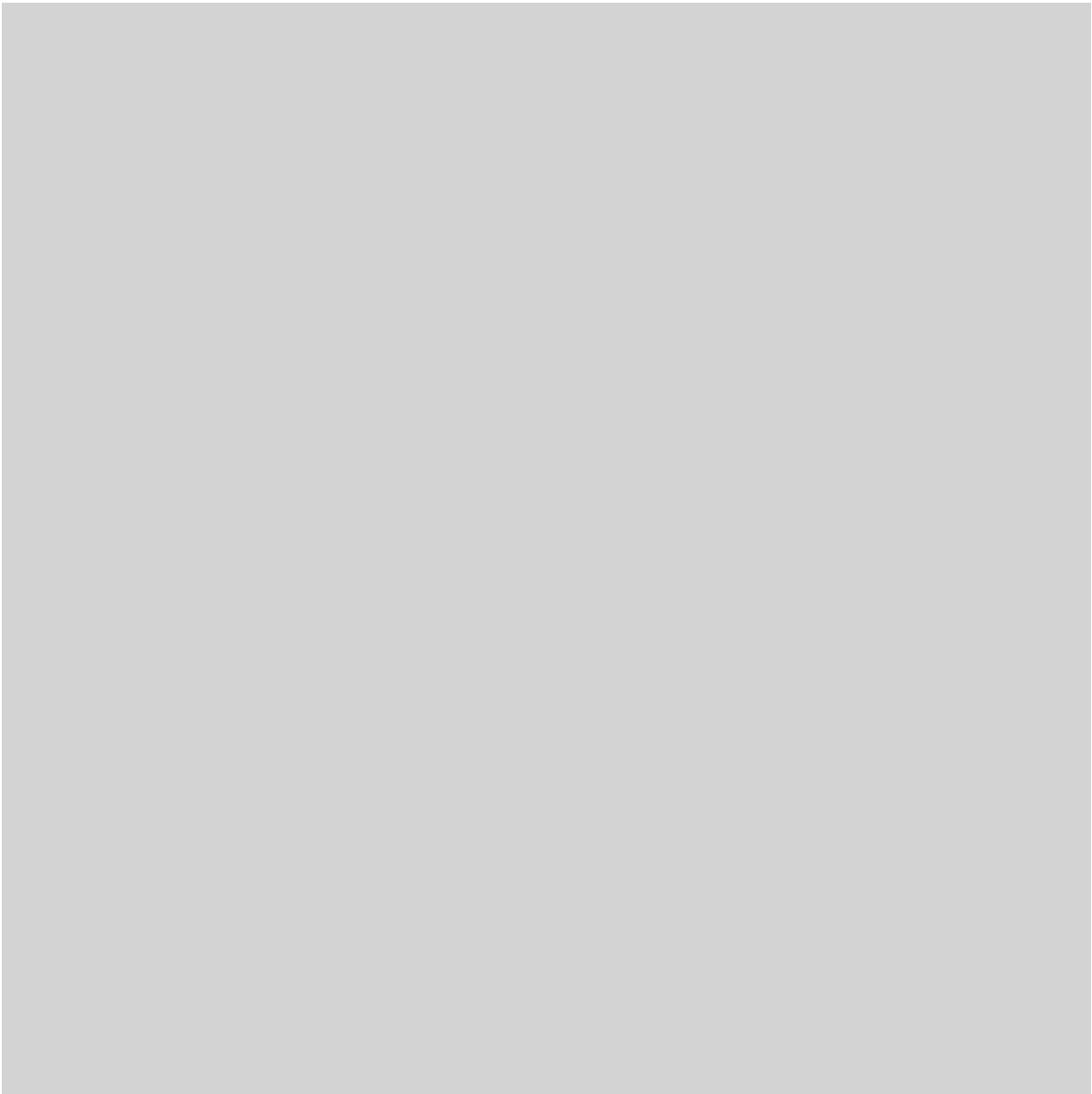
Direct changes on the property are not possible therefore. Also importing with menu: *System > Master Data Import > Real Estate* is not possible.

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



Open existing Property



Register: Cashflow of the Form: Properties

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

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