

## SECTION 1 -- INTRODUCTION

**The Kardin Budget System consists of a fully integrated suite of products that streamlines the process of budgeting and re-forecasting for both Commercial Property (single building and multiple building environments) and Multi Family Residential. Below is an overview of the functionality of The Kardin Budget System and a review of the overall process.**

### THE KARDIN BUDGET SYSTEM

#### **Budgeting**

To prepare a budget file, you will create a “new budget file” or you will “create a budget file” from a current reforecast file. Note: Only create “new budget file” when starting a property budget in Kardin for the first time. When not using the “reforecasting” process, you can create “next year’s budget file from a current year budget file”. Please refer to the Implementation Steps, later in this section, for further explanation.

Budgeting involves importing current lease information from accounting, making leasing assumptions on vacancies and expirations and entering expenses on a sub-account level. The Budget system also has the ability to calculate each tenant’s estimated operating expense recovery.

Once the budget is completed, it can be exported into a spreadsheet so that it can be uploaded into your accounting system. You may also prepare a reforecast file from this budget.

#### **Reforecasting**

To prepare a reforecast, you will create a “new reforecast file” or you will “create a reforecast file” from a current budget file. Only “create new reforecast file” when implementing a property for the first time. If you have a current budget file, you can create a current reforecast from the budget file.

You can import current lease information as in the budget file. When creating a new reforecast file, you can import your budget data from your accounting system using a spreadsheet interface. Then you will import YTD actual GL data from the accounting system. Your reforecast will consist of actual amounts YTD and the original budget for the remaining months. As part of the reforecasting process, you may want to adjust the income and expenses for the remaining months based on current information.

Prior to preparing a budget for the following year, the manager may choose to first prepare a reforecast of the current year, which will serve as a starting point for next year’s budget. If you are preparing a budget for the next calendar year in October, your current year reforecast may consist of 9 months of actuals and 3 months forecast. You may also reforecast monthly, quarterly or semi-annually.

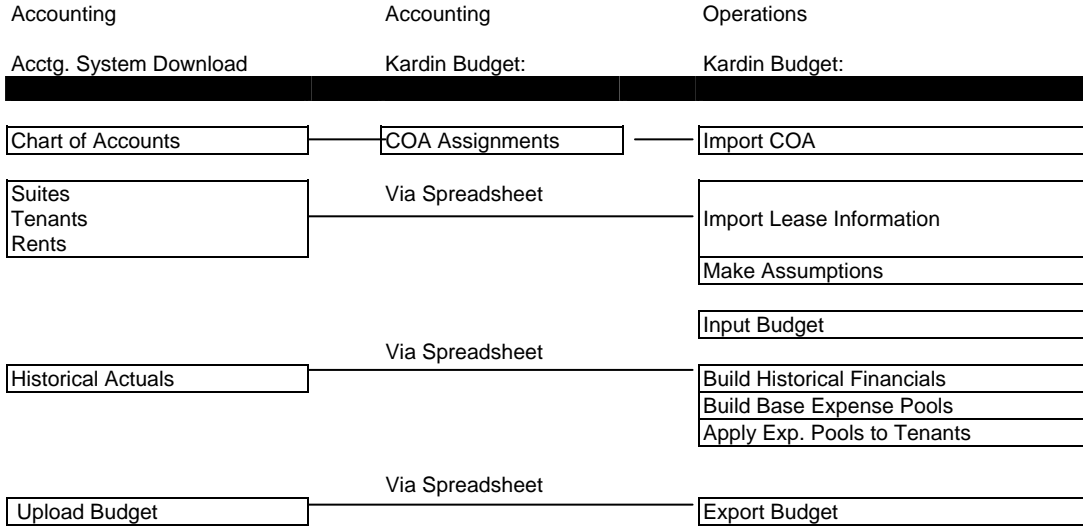
Once the reforecast is completed, you may “create” a budget file. By creating a budget file from a reforecast file, you will have access to all of your updated lease information; assumptions made as of the latest reforecast, and current year’s income and expenses.

If your original budget source is a Kardin Budget File, you will have all your lease information and assumption information in which case you will adjust your leasing assumptions to reforecast rents and capital costs. If your original budget source is an Excel spreadsheet, you will need to import your leasing information from the accounting system and make some leasing assumptions. You may also adjust your income and expenses for the last 3 months in the year. In addition to the standard reports, there are variance reports available on both a twelve months basis as well as a Y-T-D basis.

Once you have 12 months of actual expenses, you may use the Reforecast File to reconcile the actual recoverable expenses with the billed estimates for tenant expense recovery.

## WORK FLOW

There are some general rules of thumb to follow in order to standardize the process of budgeting so that information flows properly between accounting and operations. Below is a flow chart that illustrates the information flow.



Once the budgets are approved and finalized, they can be exported from Kardin to Excel and uploaded from Excel into accounting. With that in mind, it is important that when you begin the process, the Chart of Accounts setup in Kardin matches exactly the accounts in your accounting system. For this reason, it is highly recommended that you have someone in your accounting or corporate department set up the accounts as well as the major categories.

In some accounting systems, the General Ledger accounts consist of the Property ID and then the account number. If you want to use portfolio consolidation; you may want to truncate the GL numbers to only include the account number so that you do not have one set of accounts for each property. When it is time to upload, you can use the Kardin COA Utility product to add in the Property ID with the account number again to match the code in accounting.

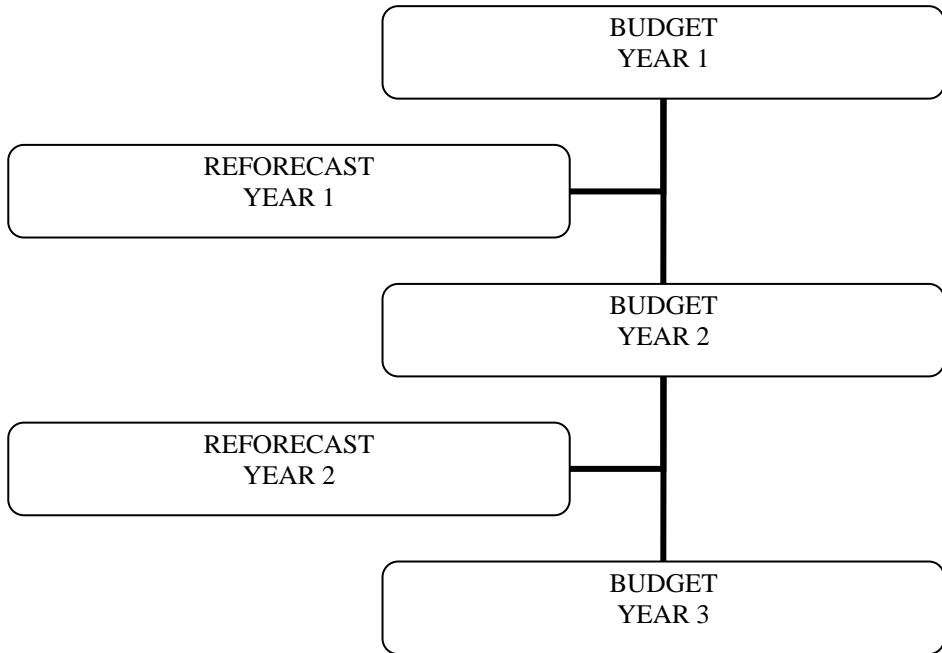
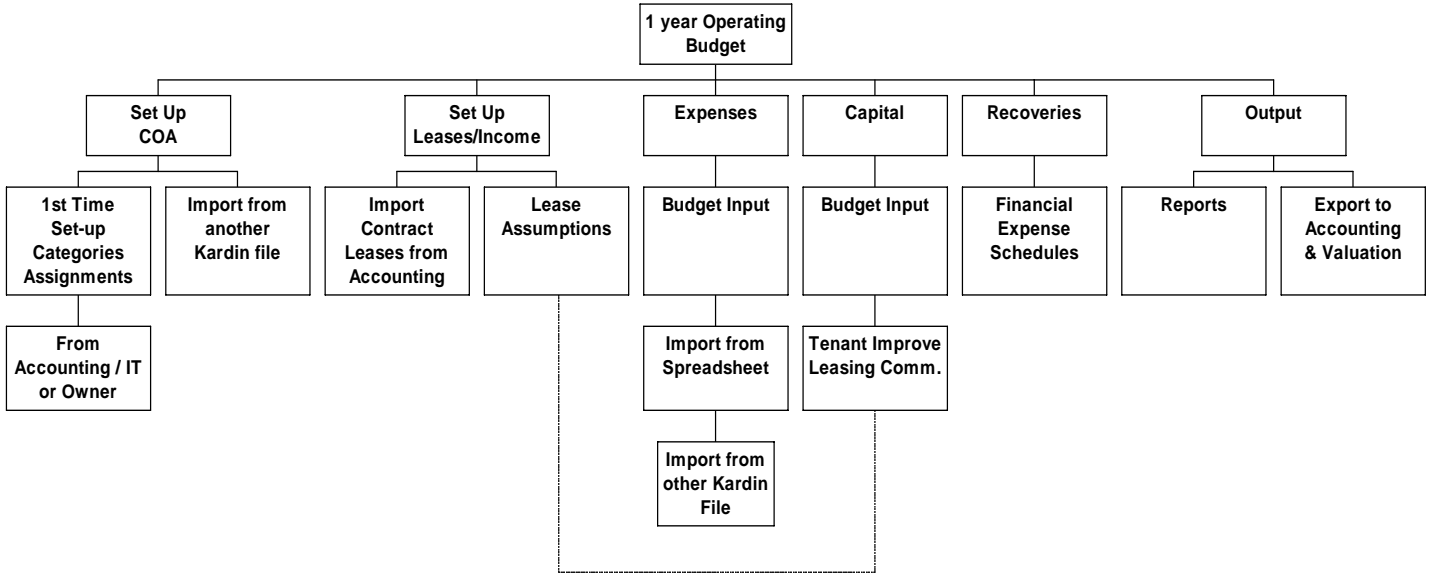
## GETTING HELP

In addition to this User Manual, in each screen of the Kardin applications there are instruction buttons. These instruction buttons contain sections of this manual pertaining to that screen only. You can view the instructions and/or print them out.

Visit our website [www.Kardin.com](http://www.Kardin.com). It's filled with lots of information and resources.

If none of these sources can provide the answer to your question, you can send us E-mail at [mail@kardin.com](mailto:mail@kardin.com) or give us a call. Please note that after use of your complimentary support calls, there will be a charge for each additional technical support call.

# KARDIN BUDGET FLOW CHART



## IMPLEMENTATION STEPS

### Creating A New Budget

1. Order Kardin Budget System
2. Install Application (*Refer to page 29*)
3. Obtain Unlock from Kardin (*Refer to page 33*)
4. Obtain data downloads from Accounting Department
  - a. Chart of Accounts (Kardin File)
  - b. Suites (Excel file)
  - c. Tenants (Excel file)
  - d. Rents (Excel file)
  - e. **Or**, a .cmm file with all listed data (if this is the case, open the file in Kardin and go to #6, skip 7 & 8)
5. Create a new budget file in Kardin (*Refer to page 39*)
6. Set up **Property Information** (*Refer to page 45*)
7. **Import** Chart of Accounts (*Refer to page 54*)
8. **Import** Suites, Tenants, Rents (*Refer to pages 70 thru 76*)
9. Set up **leasing assumptions** (*Refer to page 77*)
10. Review **suites**, square footages, enter market rents (*Refer to page 80*)
11. Review **rent roll** and **rent schedules** for accuracy (*Refer to page 83 and 84*)
12. Apply **lease assumptions** in rent roll (*Refer to page 78 and 79*)
13. Input budget (*Refer to page 145*)
  - a. Expenses
  - b. Non calculated income
  - c. Non calculated capital
14. Set up Recoveries
  - a. **Financials**: import/input Historical GL Data (Excel file) (*Refer to page 102*)
  - b. Create **expense codes** (*Refer to page 106*)
  - c. Create **expense schedules** and make necessary adjustments (*Refer to page 108*)
  - d. Set up **expense reimbursements** in rent roll (*Refer to page 94*)
  - e. (Note: For Retail Recoveries, *refer to pages 114 thru 120*; for Fixed Recoveries, refer to page 121)
15. Set up **User Defined Calculations** (Management fees, etc.) (*Refer to page 154*)
16. Set up **Payroll** calculations (*Refer to page 157*)
17. View/print **reports** (*Refer to Section 7*)

## Creating Next Year's Budget from Current Year's Budget

1. Copy a new budget file from last year's file
  - a. Via Window's Explorer, copy last year's .cmm file to create a new one
  - b. Change the name of the new file to reflect next year
  - c. Open the new file in Kardin
  - d. Go to Property Information and **change the year** to the new budget period
2. Obtain new data downloads from Accounting Department
  - a. Suites (Excel file)
  - b. Tenants (Excel file)
  - c. Rents (Excel file)
3. **Import** Suites, Tenants, and Rents as an update to the file **or** manually update tenants in Rent Roll (whichever is easier). (*Refer to pages 70 thru 76*)
4. Update **leasing assumptions** to reflect new budget period (*Refer to page 77*)
5. Review **suites**, square footages, update market rents (*Refer to page 80*)
6. Review **rent roll** and **rent schedules** for accuracy (*Refer to page 83 and 84*)
7. Update Recoveries
  - a. **Financials**: update prior year's actual GL data (*Refer to page 102*)
    - i. If prior year file type is "actuals", then update this data via **Edit** button
    - ii. If prior year file type is "reforecast", leave this line and add a new financial for same year with file type = "actual"
  - b. Update **expense codes** if necessary (*Refer to page 106*)
  - c. Create **expense schedules** for new financials (including the current budget period) that were updated/created in #a above and make necessary adjustments (*Refer to page 108*)
  - d. Update **expense reimbursements** in rent roll (*Refer to page 94*)
  - e. (Note: For Retail Recoveries, *refer to pages 114 thru 120*; for Fixed Recoveries, refer to page 121)
8. Apply **lease assumptions** in rent roll (*Refer to page 78 and 79*)
9. Update **Budget Input** (last year's budget number's copied to this new file) – can manually edit via Input Budget **or** can utilize the % Increase feature. (*Refer to page 145*)
  - a. Expenses
  - b. Non calculated income
  - c. Non calculated capital
10. Review/update **User Defined Calculations** (Management fees, etc.) (*Refer to page 154*)
11. Update **Payroll calculations** (*Refer to page 157*)
12. View/print **reports** (*Refer to Section 7*)

NOTE: If you have a current year Reforecast File, you can create next year's budget within this file and start at Step 1.c. above, and in this case, the date will automatically change to next year during file creation.

## Creating Next Year's Budget from Current Year's Reforecast

1. Open Current Reforecast File
  - a. From main menu, **create a budget file** (bottom right button)
  - b. Create a file name with a “.cmm” extension
  - c. You will be asked: “The budget file that is being created will have duplicate information in accounts with both Actuals, and linked data. Do you want the Actuals for these accounts to be automatically deleted in the new file. Yes/No”

Yes – answering yes will automatically delete the “YTD Actuals” that were imported into the reforecast file.

No – answering no will not delete the “YTD Actuals” that were imported into the reforecast file. This will cause duplication in the GL accounts that are linking calculations within the budget file – this is ok, you can simply delete these duplicate records directly in “Budget Input” for the applicable GL accounts in the budget file.

Note: most users will want to answer “yes”.
  - d. Close the reforecast file
  - e. Open the new file in Kardin (file, open budget)
2. Obtain new data downloads from Accounting Department
  - a. Suites (Excel file)
  - b. Tenants (Excel file)
  - c. Rents (Excel file)
3. **Import** Suites, Tenants, and Rents as an *update* to the file **or manually update** tenants in Rent Roll (whichever is easier). (*Refer to pages 70 thru 76*)
4. Update **leasing assumptions** to reflect new budget period (*Refer to page 77*)
5. Review **suites**, square footages, update market rents (*Refer to page 80*)
6. Review **rent roll** and **rent schedules** for accuracy. (*Refer to page 83 and 84*)
7. Update Recoveries
  - a. **Financials:** update prior year's actual GL data (*Refer to page 102*)
    - i. If prior year file type is “actuals”, then update this data via **Edit** button
    - ii. If prior year file type is “reforecast”, leave this line and add a new financial for same year with file type = “actual”
    - iii. Note: if you have updated your current year's reforecast file since creating the next year's budget file and you are needing to update the reforecast data in financials, first you will need to open the current year \*.rfc file and export the data via Export Wizard (*Refer to page 176*), second you will need to import from the newly created spreadsheet into the next year's budget \*.cmm file via Financials (*Refer to page 103*).
  - b. Update **expense codes** if necessary (*Refer to page 106*)
  - c. Create **expense schedules** for new financials (including the current budget period) that were updated/created in #a above and make necessary adjustments (*Refer to page 108*)
  - d. Update **expense reimbursements** in rent roll (*Refer to page 94*)
8. Apply **lease assumptions** in rent roll (*Refer to page 78 and 79*)

9. Update **Budget Input** (last year's reforecast number's copied to this new file and if you requested not to delete the "actuals", you will see the YTD actuals that copied from the reforecast file). Manually update the entries for all non-calculating items. (*Refer to page 145*)
  - a. Expenses
  - b. Non calculated income
  - c. Non calculated capital
10. Review/update **User Defined Calculations** (Management fees, etc.) (*Refer to page 154*)
11. Update **Payroll calculations** (*Refer to page 157*)
12. View/print **reports** (*Refer to Section 7*)

## Creating A New Reforecast

1. Order Kardin Budget System (budget and reforecast features)
2. Install Application (*Refer to page 29*)
3. Obtain Unlock from Kardin (*Refer to page 33*)
4. Obtain data downloads from Accounting Department
  - a. Chart of Accounts (Kardin File)
  - b. Suites (Excel file)
  - c. Tenants (Excel file)
  - d. Rents (Excel file)
  - e. Current Year GL Budget amounts
  - f. Current Year YTD GL actual amounts
5. Create a new reforecast file in Kardin (*Refer to page 39*)
6. Set up **Property Information** (*Refer to page 45*)
7. **Import** Chart of Accounts (*Refer to page 54*)
8. **Import** Suites, Tenants, Rents (*Refer to pages 70 thru 76*)
9. Set up **leasing assumptions** (for remaining year) (*Refer to page 77*)
10. Review **suites**, square footages, enter market rents (*Refer to page 80*)
11. Review **rent roll** and **rent schedules** for accuracy (*Refer to page 83 and 84*)
12. Apply **lease assumptions** in rent roll (*Refer to page 78 and 79*)
13. **Current Year Actuals** (*Refer to page 59*)
  - a. Import Current Year Budget (*Refer to page 65*)
  - b. Change Number of Months of Actuals (*Refer to page 60*)
  - c. Import Current Year YTD Actuals (*Refer to page 60*)
  - d. **Import/update Recoveries billed to tenants** (*Refer to page 62*)

*Note: this is a very important step for proper recoveries calculation; when Kardin calculates “recoveries” in a reforecast file, “billed-to-date” recoveries are deducted; if this step is missed, your recovery income will be overstated.*
14. **Budget Input** – update remaining year reforecast amounts (*Refer to page 145*)
  - a. Import Current Year Budget (**you need to do this in addition to #13a above**)
  - b. Expenses
  - c. Non calculated income
  - d. Non calculated capital

15. Set up Recoveries
  - a. **Financials:** import/input Historical GL Data (Excel file) *(Refer to page 102)*
  - b. Create **expense codes** *(Refer to page 106)*
  - c. Create **expense schedules** and make necessary adjustments *(Refer to page 108)*
  - d. Set up **expense reimbursements** in rent roll *(Refer to page 94)*
16. Set up **User Defined Calculations** (Management fees, etc.) *(Refer to page 154)*
17. Set up **Payroll** calculations *(Refer to page 157)*
18. View/print **reports** *(Refer to Section 7)*

## Creating Current Year Reforecast from Current Year's Budget

1. Open Current Budget File
  - a. From main menu, **create a reforecast file** (bottom right button)
  - b. Create a file name with a “.rfc” extension
  - c. Close the budget file
  - d. Open the new file in Kardin (file, open reforecast)
2. Obtain new data downloads from Accounting Department
  - a. Year-To-Date general ledger data
3. Go to **Current Year Actuals** button (*Refer to page 59*)
  - a. Change number of months of actuals (*Refer to page 60*)
  - b. Import Current Year Actuals (via Spreadsheet view/import) (*Refer to page 60*)
  - c. **Update/verify Recoveries Billed to Tenants** (*Refer to page 62*).  
*Note: this is a very important step for proper recoveries calculation; when Kardin calculates “recoveries” in a reforecast file, “billed-to-date” recoveries are deducted; if this step is missed, your recovery income will be overstated.*
4. Update **Expense Schedules** to include the current year Reforecast file (*Refer to page 108*)
5. Update **Input budget** with remaining year reforecast amounts (*Refer to page 145*)
6. Audit **rent roll** to reflect actual activity Year-To-Date (*Refer to page 83*)
  - a. Update expense reimbursements where necessary (Remember to change base year schedules for those tenants with a current year base year, ie if this is a 2003 reforecast file and you have tenants with 2003 base year, change their base year file from 2003 budget to 2003 reforecast.) (*Refer to page 94*)
7. Review/update **User Defined Calculations** (Management fees, etc.) as necessary (*Refer to page 154*)
8. Review/Update **Payroll** calculations as necessary (*Refer to page 157*)
9. View/print reports (*Refer to Section 7*)

## **Fiscal year budgeting / calendar year recoveries**

1. Create your "fiscal" year budget (i.e. 7/1/07-6/30/08), with a name such as FY0708.cmm.
2. Compile everything (following the Budget Implementation Steps) except recovery calculation set up.
3. Make a back up file (with name CY2007 to represent calendar year 2007) – via Kardin/file backup or Windows Explorer. (*see page 40*) Close FY0708.cmm file.
4. Open the CY2007.cmm file and change the budget start date to January of 2007, via Property Information. (*see page 46*)
5. In the CY2007 file, you will need to do the following:
  - a. Adjust the budget input to reflect January thru December 2007 (note all your FY entries, Month 1 thru 12 have now shifted from July as Month 1 to January as Month 1).
  - b. Set up the recovery calculations (confirm your data set up by reviewing reports) (*see page 94 and 102*)
  - c. When finalized, print out the recovery schedule reports.
6. Make a back up/copy of CY2007.cmm and call it CY2008cmm
7. In the CY2008.cmm file, you will need to do the following:
  - a. Adjust the budget input to reflect January thru December 2008
  - b. Confirm the recovery calculations
  - c. When finalized, print out the recovery schedule reports.
8. Go back to the "fiscal(FY0708.cmm)" year budget file
  - a. Set up "Fixed Recovery Pools" (i.e. CAM, TAX, INS, UTL) (*see page 122*)
  - b. Via Rent Roll/Exp Reim/Fixed, (*see page 94*)
    - i. Eff 7/1/07, CAM = \$xxx
    - ii. Eff 1/1/08, CAM = \$yyy
    - iii. Do the same for the remaining applicable pools

NOTE: Now you will have a detailed fiscal year budget. You also have 2 calendar year budgets that you will provide CAM estimates and then creating a reforecast from these files, you can calculate your CAM reconciliation's.

## Creating a Multiple Year Budget (ie 5 year budget)

*(Refer to Section 9)*

1. Complete Year 1 (i.e. 2007) of your property's budget
2. Via **Windows Explorer** (or Windows Program Manager File menu), locate year 1 .cmm file
3. Copy year 1.cmm file (using the menu or Ctrl-C and Ctrl-V), creating 4 additional files (or however many additional year's you are needing to budget)
4. Rename the additional files (ie. Year 2 = 2008.cmm; year 3 = 2009.cmm; year 4 = 2010.cmm; year 5 = 2011.cmm, etc...)
5. Open Kardin Budget System
6. Open Year 2.cmm file
7. Via **Property Information**, change the beginning budget date to 1/1/2008. *(Refer to page 45)*
8. Via **Leasing & Recoveries**, link this file to Year 1.cmm file *(Refer to page 126)*
9. Via **Expense Schedules**, add additional schedules for the current budget period (one for each expense code that exists) *(Refer to page 108)*
10. Via **Rent Roll, apply Lease Assumptions** for expiring and/or vacant spaces. *(Refer to page 78 and 79)*
11. Via **Budget Input**, update non-calculating accounts (this file is a direct copy of year 1), **OR**, *(Refer to page 145)*
12. Via **Percentage Increase**, increase non-calculating accounts by a percentage. *(Refer to page 152)*
13. View **Reports**. Close File. *(Refer to Section 7)*
14. Open each additional file and begin back at Step 7, changing the budget year to the applicable year 2, year 3, etc. (Note: in Step 8, link each additional year back to Year 1.

## Creating A New Budget -- Multi-Family Users

1. Order Kardin Budget System
2. Install Application (Refer to page 31)
3. Obtain Unlock from Kardin (Refer to page 34)
4. Obtain data downloads from Accounting Department
  - a. Chart of Accounts (Kardin File)
  - b. Units (Excel file)
  - c. Current year GL Budget data
5. Create a new budget file in Kardin (name suggestions = Prop04.cmm) (Refer to page 39)
6. Set up **Property Information.** (Refer to page 46)
7. **Import** Chart of Accounts (Refer to page 49)
8. Via Leasing and Assumptions, **Import Unit Information** (Refer to page 129)
9. Set up **Market Rent Increases** (Refer to page 132)
10. Review **rent roll** and **apply Market Rent Increases** for each Unit Type (Refer to page 132)
11. Set up **Actual Rent** (note: these are actual “per unit” rents either % of average market rents or per unit amounts) (Refer to page 135)
12. Set up **Turnover Costs** in rent roll (Refer to page 137)
13. Create **Occupancy Assumptions, Concessions/Delinquencies** (Refer to page 136)
14. Set up **Economic Occupancy Numerator** and **Denominator** as per owner instructions. (Refer to page 144)
15. **Financials:** import prior year’s actual GL data and/or current year’s budget GL data (Refer to page 141)
16. **Budget Input** (Refer to page 145)
  - a. Enter assumption amounts
    - i. Expenses
    - ii. Non calculated income
    - iii. Non calculated capital
17. Set up **User Defined Calculations** (Management fees, etc.) (Refer to page 154)
18. Set up **Payroll** calculations (Refer to page 157)
19. View/print **reports** (Refer to page 170)

## Creating Current Year's Reforecast from Current Year's Budget -- Multi-Family Users

1. From Current Budget File
  - a. From main menu, **create a reforecast file** (bottom right button)
  - b. Create a file name with a “.rfc” extension
  - c. Close the budget file
  - d. Open the reforecast file in Kardin (file, open reforecast)
2. Obtain new data downloads from Accounting Department
  - a. Unit Information (Excel file)
  - b. YTD GL actual monthly amounts (Excel file).
3. Go to **Current Year Actuals** (Refer to page 59)
  - a. **Change Number of Months** of Actuals
  - b. Import **Current Year YTD Actuals**
4. **Import** Unit Information via Leasing/Assumptions. (Refer to page 128)
5. Update **Market Rent Increases** to reflect current activity (Refer to page 132)
6. Update **Actual Rent** to reflect current activity (Refer to page 135)
7. Review/update **rent roll** (Refer to page 133) and update **Turnover Costs** (Refer to page 137) to reflect the new budget period.
8. Update **Budget Input** (YTD actuals are not changeable; only update reforecast columns). Manually update the entries for all non-calculating items. (Refer to page 145)
  - a. Expenses
  - b. Non calculated income
  - c. Non calculated capital
9. Review/update **User Defined Calculations** (Management fees, etc.) (Refer to page 154)
10. Update **Payroll calculations** (Refer to page 157)
11. View/print **reports** (Refer to page 170)

## Creating A New Reforecast -- Multi-Family Users

1. Order Kardin Budget System
2. Install Application (Refer to page 31)
3. Obtain Unlock from Kardin (Refer to page 34)
4. Obtain data downloads from Accounting Department
  - a. Chart of Accounts (Kardin File)
  - b. Units (Excel file)
  - c. Current year GL Budget data
  - d. Current Year-to-Date actual data
5. Create a new reforecast file in Kardin (name suggestions = Prop05.rfc) (Refer to page 39)
6. Set up **Property Information**. (Refer to page 46)
7. **Import** Chart of Accounts (Refer to page 49)
8. Via Leasing and Assumptions, **Import Unit Information** (Refer to page 129)
9. Set up **Market Rent Increases** (Refer to page 132)
10. Review **rent roll** and **apply Market Rent Increases** for each Unit Type (Refer to page 132)
11. Set up **Actual Rent** (note: these are actual “per unit” rents either % of average market rents or per unit amounts) (Refer to page 135)
12. Set up **Turnover Costs** in rent roll (Refer to page 137)
13. Create **Occupancy Assumptions, Concessions/Delinquencies** (Refer to page 136)
14. Set up **Economic Occupancy Numerator** and **Denominator** as per owner instructions. (Refer to page 144)
15. **Financials**: Import prior year’s actual GL data if necessary (*Refer to page 141*)
16. From Main Menu, go to **Current Year Actuals**
  - a. Import **Current Year Budget**
  - b. **Change Number of Months** of Actuals
  - c. Import **Current Year YTD Actuals**

17. **Budget Input** (Refer to page 145)
  - a. Import from Spreadsheet – 12 months current year budget (**you need to do this in addition to #16a above**) – NOTE: you will need to add 2 blank columns to the xls file of budget data (insert 2 columns between Chart ID and M1); copy, paste, validate, upload/update.
  - b. Update remaining year reforecast amounts
    - i. Expenses
    - ii. Non calculated income
    - iii. Non calculated capital
18. Set up **User Defined Calculations** (Management fees, etc.) (Refer to page 154)
19. Set up **Payroll** calculations (Refer to page 157)
20. View/print **reports** (Refer to page 170)
21. When the Reforecast file is complete, you may **create “next year’s budget.**

## Creating Next Year's Budget from Current Year's Reforecast -- Multi-Family Users

1. Open Current Reforecast File
  - a. From main menu, **create a budget file** (bottom right button)
  - b. Create a file name with a “.cmm” extension
  - c. You will be asked: “The budget file that is being created will have duplicate information in accounts with both Actuals, and linked data. Do you want the Actuals for these accounts to be automatically deleted in the new file. Yes/No”

Yes – answering yes will automatically delete the “YTD Actuals” that were imported into the reforecast file.

No – answering no will not delete the “YTD Actuals” that were imported into the reforecast file. This will cause duplication in the GL accounts that are linking calculations within the budget file – this is ok, you can simply delete these duplicate records directly in “Budget Input” for the applicable GL accounts in the budget file.

Note: most users will want to answer “yes”.
  - d. Close the reforecast file
  - e. Open the new file in Kardin (file, open budget)
2. Obtain new data downloads from Accounting Department
  - a. Unit Information (Excel file)
  - b. YTD GL actual monthly amounts (Excel file).
3. Go to **Current Year Actuals** (Refer to page 59)
  - a. **Change Number of Months** of Actuals
  - b. Import **Current Year YTD Actuals**
4. **Import** Unit Information via Leasing/Assumptions. (Refer to page 128)
5. Update **Market Rent Increases** to reflect current activity (Refer to page 132)
6. Update **Actual Rent** to reflect current activity (Refer to page 135)
7. Review/update **rent roll** (Refer to page 133) and update **Turnover Costs** (Refer to page 137) to reflect the new budget period.
8. Update **Input budget** (YTD actuals are not changeable; only update reforecast columns). Manually update the entries for all non-calculating items. (Refer to page 145)
  - a. Expenses
  - b. Non calculated income
  - c. Non calculated capital
9. Review/update **User Defined Calculations** (Management fees, etc.) (Refer to page 154)
10. Update **Payroll calculations** (Refer to page 157)
11. View/print **reports** (Refer to page 170)