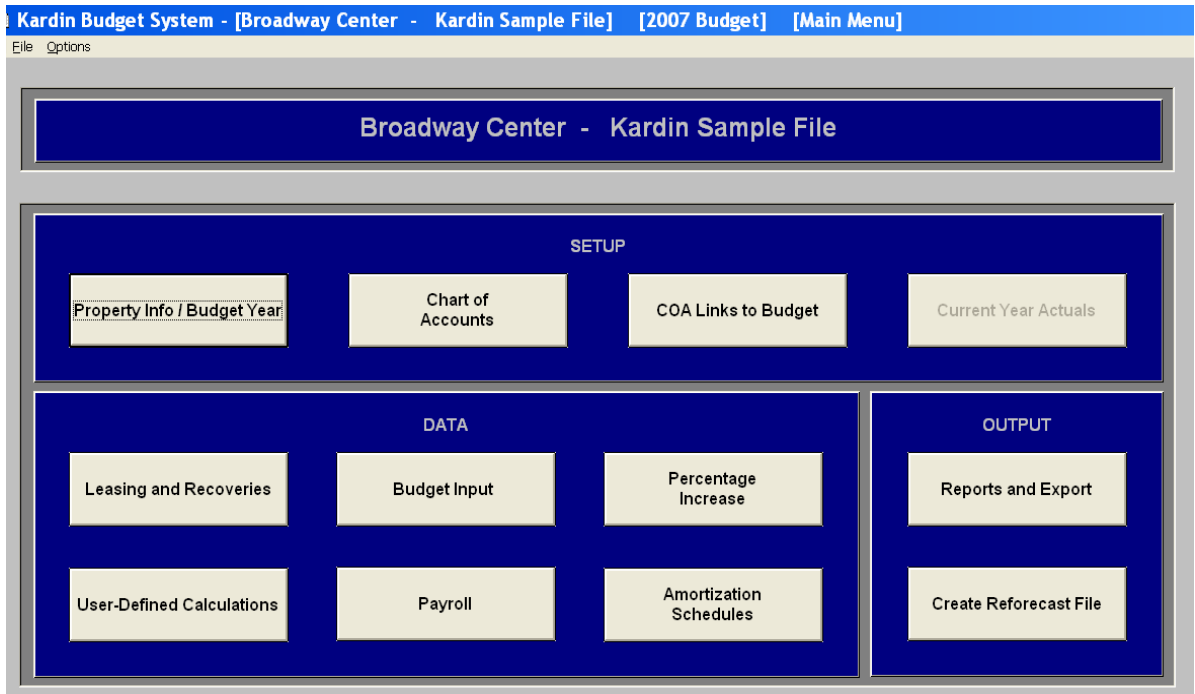


SECTION 4 -- KARDIN BUDGET SYSTEM / REFORECAST INITIAL SETUP

OVERVIEW

The main menu in the Kardin Budget System consists of twelve buttons as illustrated below. When you start a new file, all but the first button will be disabled. As you complete each step of the budget process, the next button(s) will become available.



File Setup

Property Info / Budget Year allows you to enter property and budget year information.

Chart of Accounts allows you to set up all the accounts and categories that you will use for the budget input and all the reports.

COA Links to Budget allows you to link calculated items to your Chart of Accounts.

Current Year Actuals allows you to import YTD actual general ledger data into your Reforecast (.rfc) file. You must have a reforecast file open for this button to be available.

Data – Leasing

Leasing and Recoveries is a feature for *commercial property* budgeting and reforecasting. It allows you to import existing tenant rental information that is downloaded from accounting, make leasing assumptions on vacancies and expirations and setup recovery calculations, porter's wage, CPI and retail expense pools.

Leasing and Assumptions is a feature for *multi family* budgeting and reforecasting. It allows you to import existing units and market rent information that can be downloaded from accounting, project the income stream of the project beginning with Gross Potential Rent, then adjusting Lost to Lease, Vacancy and Employee/Model Unit Rent.

Data – Other

Budget Input allows you to enter budget data.

Percentage Increase allows you to increase/decrease the amount in budget input by various percentage amounts.

User-Defined Calculations allows you to set up automatic calculations for items that are tied directly to selected accounts or occupancy level such as management fees, asset management fees, sales tax, bad debt loss, janitorial expense, utility usage expense, etc.

Payroll allows you to set up payroll and benefit automatic calculations.

Amortization Schedules allow you to input loan information, bring in historical capital expenditures or expenses that are still being amortized and select Capital Expenditures in the current budget that you will want to amortize.

Output

Once the data is in, you must click the **Reports and Export** button to run the calculations. You can view and/or print reports in **Reports**. **Export** allows you to export the data from finished file into excel or Argus files. The Excel files are then used to upload the budget into your accounting system or for your individual information/use.

The **Create Reforecast File** button creates a reforecast file with the information in your budget. The **Create Budget File** button creates a budget file with the information in your reforecast.

Options

File Preferences allows you to set up the applicable Methods for the File. The Occupancy Calculation and GAAP Adjustment Methods are not applicable for Multi-Family files.

Setting	Option 1	Option 2
Occupancy Calculation Method :	Pro-Rated <input checked="" type="checkbox"/>	Month-End <input type="checkbox"/>
GAAP Adjustment Method :	Positive <input checked="" type="checkbox"/>	Negative <input type="checkbox"/>
Analysis Report Method :	Good/Bad <input checked="" type="checkbox"/>	Col.2 - Col.1 <input type="checkbox"/>
Calculate admin fee for Excluded accounts in Retail Recoveries :	Calculate <input checked="" type="checkbox"/>	do NOT calc. <input type="checkbox"/>

Close

A. From the Main Menu, click on **Options, File Preferences**.

- B. **Occupancy Calculation Method:** If you would like your average occupancy square footages to be prorated for leases that end mid-month, select method **Pro-Rated** (# of occupied days / # of days in month X suite SF).
1. By selecting method **Month-End**, Kardin will recognize a suite as occupied only in months that it is occupied on the last day of that month. If a lease ends mid month, it will show as **0 RSF** for that month, but, if a lease begins mid-month, it will show as occupied for the full month.
 2. Each file will be set to the default “pro-rated” setting. Should your property require the “month-end” setting, you will need to select this method in **each** file.
- C. **GAAP Adjustment Method:** Allows you to select whether you would like the GAAP adjustment to be calculated positively or negatively in the financial reports. If you are not calculating GAAP (or average) rent in your file, this selection is not applicable.
- D. **Analysis Report Method:** Allows you to choose how you would like to see variance reports. The “Good/Bad” selection will provide a negative variance when actual expenses are greater than budget expenses and positive variance when actual revenue is greater than budget revenue. The “Col 2- Col 1” selection simply subtracts Column 1 from Column 2 to get the variance (positive/negative). We have found that people have varying opinions on how variances should be reported.
- E. **Calculate admin fee for Excluded accounts in Retail Recoveries:** Defaults to “calculate” admin fee on all “excluded” accounts in retail recovery expense pools. This means that when an account is excluded from the pool and an admin fee is linked to the account, a fee will calculate based on the % times the expense. This option allows you to select “Do NOT Calculate” admin fee that is linked to an account that is also excluded from the expense pool.

File Set Up

PROPERTY INFORMATION / BUDGET YEAR – SINGLE BUILDING

Property Information and Budget Year			
Property ID :	Off100	Prepared For :	Sample
Property Name :	Broadway Center - Kardin Sample File	Prepared By :	Kardin Systems, Inc.
Budget Start Date :	1/1/2007	Building Type :	(Commercial) Single Building
Budget End Date :	12/31/2007	Budget Type :	<input checked="" type="radio"/> Budget <input type="radio"/> Reforecast
RSF :	129,750	Beg. Cash :	0
		Market Value :	0
		Cash Value :	0
File Path : C:\KARDIN\BUDGETS\OFF_07.CMM			
Last Update	Year 2000 Cut Off	Allocations	Instructions
9/11/2006	1970		Close

PROPERTY INFORMATION / BUDGET YEAR – MULTI BUILDING

Property Information and Budget Year							
Property ID :	MB100			Prepared For :	Product Evaluation		
Property Name :	Multi Bldg Center - Kardin Sampl			Prepared By :	Kardin Systems, Inc.		
Budget Start Date :	1/1/2005			Building Type :	<div style="border: 1px solid red; padding: 2px;"> (Commercial) Multi-Building </div>		
Budget End Date :	12/31/2005			Budget Type :	(Commercial) Single Building (Commercial) Multi-Building (Residential) Multi-Family		
Cost Center	Cost Center Name	RSF	Market Value	C	Reg	Units	
▶ 100	Office Tower I	131,200	10,000,000	0	100,000		
200	Office Tower II	130,950	10,000,000	0	100,000		
*		0	0	0	0		
Property Total :		262,150	20,000,000	0	200,000	0	
Total Value/RSF :			76.29	0.00			
Record: 1 of 2							
File Path : C:\KARDIN\BUDGETS\NEW200~1\MBSAM_05.CMM							
Last Update	Year 2000 Cut Off		Allocations		Instructions		Close
6/1/2005	1970						

- A. Enter a Property ID. It is recommended that you enter number(s) and/or text that correspond to your accounting system Property ID. In the event of multiple building files, this field would represent a “project or consolidated” ID number if required by your accounting system. This ID will allow you to import data from accounting AND export the completed budget data to your accounting software. You **MUST** enter a Property ID.
- B. Enter the name of the property or building in Property Name. You **MUST** enter a Property Name. If you are doing multiple year budgeting, it is helpful to add the year at the end of the name (Property Name – Year).
- C. Enter a Budget Start Date. You **MUST** enter a Budget Start Date. The Budget End Date is automatically set. If you are budgeting for multiple years, you can make multiple copies of this file and then simply change the year here. See Multi Year Budgeting in Section 8 of this User Manual.
- D. The building type will default to “single building”. If you are budgeting for a multiple building project, please select “multi-building” by clicking on the pull down menu arrow (as illustrated above). If you are budgeting for a multi-family project, please select multi-family by clicking on the pull down menu arrow.
- E. If the building type selected is “multi-building”, you will need to enter the **Cost Center**(s) (as illustrated in the sample above). The Cost Center ID must represent the Property (entity) ID from your accounting system. This Cost Center ID will be important when importing Suite data later in the file.
- F. The Building Rentable Square Footage (RSF) will enable your reports to display \$/SF values. This is automatically calculated after entering your suite information later in Leases. The Property RSF is set to the total square footage for all the suites in the building. The RSF will calculate for each cost center in a multi building type file.
- G. In a “multi-family” file, you will also see an entry for Number of Units. This will also automatically update when you import your unit information. If you are not using the unit import feature, you can

manually enter the amount here.

- H. Enter a Property Value. Both “Market” and “Cash” values are *optional* and are used for reporting Yield Calculations. There is also an option in User Defined Calculation to calculate based on Market Value. In a multi building type file, the Property Value is entered for each cost center.
- I. Enter a Beginning Cash Balance. This is *optional* and should be filled in if you want a Cash Balance Report for the budget period. In a multi building type file, the Beginning Cash Balance is entered for each cost center. The Cash Flow report is intended for “forecasting” monthly cash balances; a reforecast file will not track monthly cash flow in the “actual” periods, only the reforecast period. In a reforecast file, adjust the Beginning Cash Balance to reflect the cash on the last day of the YTD Actual period (i.e. with 6 months of actuals in a calendar year file, enter the cash balance at 6/30) and Kardin will then calculate the monthly cash flow for the remaining reforecast months.
- J. Allocation tables must be set up for “multi-building” files only. Click on the Allocation button at the bottom of the Property Information Screen.

Building/Cost Center	Percent
Office Tower I	100.0000%
*	0.0000%

- K. The system will automatically create allocation tables for each cost center at 100%. You can add additional allocation tables that are needed for allocating expenses during budget input. The total for each allocation table must equal 100%. Below is an example of an allocation for more than one building. Each “additional” allocation must be given a name (use a name that is recognizable for later allocation of expenses). You may set up as many Allocations as are needed for your property.

Note: In multi-building environments there are expenses that are shared among buildings/cost centers that must be “split-out” or allocated. By setting up Allocations, the break out of expenses in Budget Input are automatically calculated based on the selected Allocation. Expenses then flow accordingly to each cost center thereby allowing for appropriate “Operating Expense Recovery”. (I.e. As per the “allocation” below, when a \$100 expense is entered via Budget Input using this allocation, \$50 will allocate to Office Tower I and \$50 will allocate to Office Tower II; then when recoveries are calculated, \$50 will be recovered by the tenants in Office Tower I, and so forth.)

Allocation Setup

Go To Allocation... Search By Allocation Name...

Allocation Name : Required (locked) : Yes No

Building/Cost Center	Percent
▶ Office Tower I	50.0000%
Office Tower II	50.0000%
* <input type="text"/>	0.0000%
Total Percentage <input type="text" value="100.0000%"/>	

Record: 1 of 2

Record: 5 of 5

- L. Click **Close** to close from allocation tables. Click **Close** from the property information screen to return to the Main Menu.

CHART OF ACCOUNTS SETUP

If you are a Portfolio Manager or Asset Manager who will want to consolidate the budget files of various properties later, you are ADVISED to set up an empty budget file with the Chart of Accounts set up and distribute it to all your managers. This way, you are providing all the users a standardized Chart of Accounts, which will later enable you to consolidate and perform comparative analysis on the properties.

For companies with a standardized Chart of Accounts, there is a feature in our license authorization that can disable certain users from making any changes to the Chart of Accounts.

“Setting Up” a Chart of Accounts in Kardin is typically an administrative function. If you are producing a file due to ownership or company requirements, chances are this process has already been done. Please inquire with the “administrator” of your property’s budget process and move on to the Chart of Accounts Import instructions.

When setting up the Chart of Accounts, keep in mind that you want to include accounts that are normally included in the budget, which consist of Income & Expense accounts as well as certain Balance Sheet items such as: Tenant Improvement, Leasing Commissions, Building Improvement, Principal Repayment. The cash balance can also be tracked on a monthly basis. Accounts for Cash Balance may include Cash Balance, Cash Flow from Property, Additional Equity, and Distribution to Investors, etc...

To set up a chart of accounts for the first time, you will use three screens: **Chart of Accounts Setup**, **Account Category Setup** and **Account Type Setup**. This enables you to set the groupings that will appear in your reports.

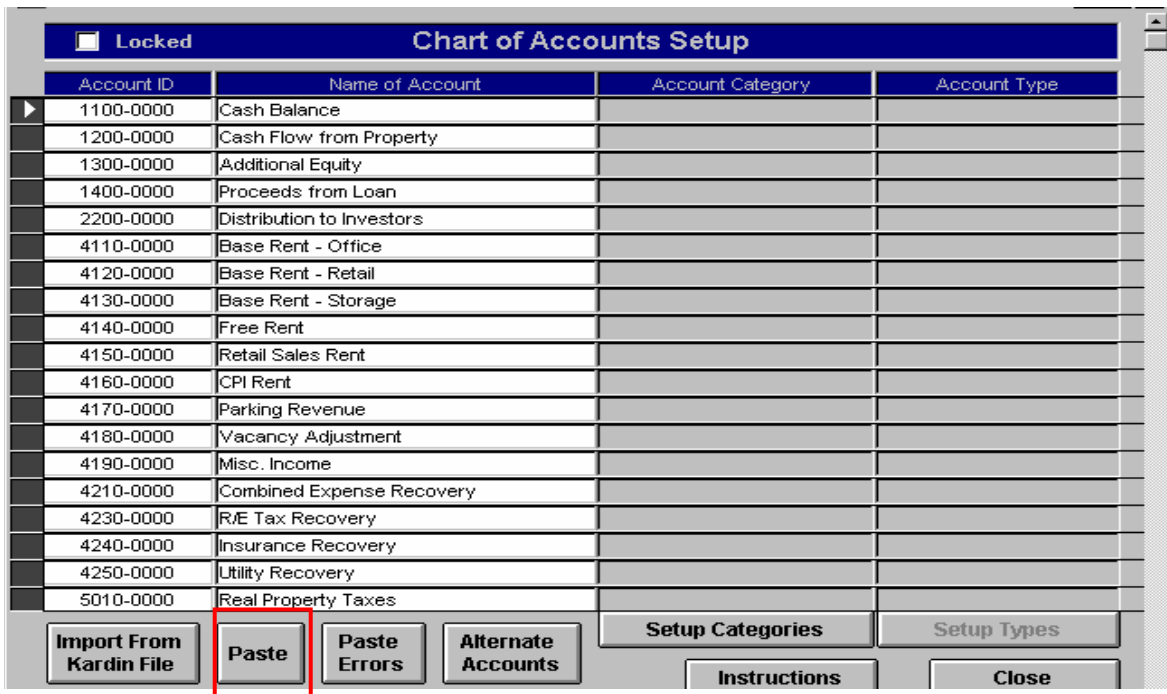
A. How to Setup a Chart of Account

	A	B	C	D	E	F	G
1	ChartID	ChartName		PrimaryAccountTypeID	PrimaryAccountType		
2	4110-0000	Base Rent		4100	Rental Income		
3	4111-0000	CPI Rent		4200	Current Year Recovery Income		
4	4190-0000	Misc. Income		5000	Taxes		
5	4210-0000	Combined Expense Recovery		5100	Insurance		
6	4230-0000	R/E Tax Recovery		5200	Utilities		
7	4240-0000	Insurance Recovery		5250	HVAC		
8	4250-0000	Utility Recovery		5300	Janitorial		
9	5010-0000	Real Property Taxes		5400	Repairs & Maintenance		
10	5015-0000	Prior Year Tax Refund		5500	Parking & Grounds		
11	5110-0000	Fire Insurance		5600	Security & Life Safety		
12	5120-0000	Liability Insurance		5700	Management & Administration		
13	5125-0000	Excess Liability		7100	Interest Expense		
14	5210-0000	Electricity		7200	Landlord's Expense		
15	5215-0000	Gas		7500	Partnership Income		
16	5220-0000	Water & Sewer		7600	Partnership Expense		
17	5240-0000	Other Utilities		7700	Capital Expenditures		
18	5260-0000	HVAC - Contract					
19	5265-0000	HVAC - Repair & Maintenance					
20	5310-0000	Janitorial - Contract					
21	5320-0000	Cleaning Supplies					
22	5340-0000	Window Cleaning - Contract					

1. First, prepare a spreadsheet in Excel that looks like the one shown above. Create four columns. In the first column, put your entire Chart of Account numbers under the column header **ChartID**. In the second column, put all your Chart of Account names under the column header **ChartName**. The Chart ID's and Chart Names can be exported from your accounting system. You will probably want to limit the account numbers to “budgeting” type GL numbers (i.e. Capital, Revenue, Expenses, some Cash for distribution, contribution, and cash flow projections, principal accounts for debt service and Ownership Revenue and Expense accounts).
2. In the third column, place your Account Category numbers under header **PrimaryAccountTypeID**. And in the fourth column, put your Account Category names under the header **PrimaryAccountType**. Please note: Account Categories can be “user-defined” as not all

accounting systems have the necessary data. This information will never be used for importing/exporting. It is only necessary for “summary” reporting in Kardin. When creating your Account Categories numbers, do not include symbols (i.e. “-“; “.”; “/”).

3. In Excel, highlight all the data in the first two columns with all your Chart of Accounts and the column headers, ChartID and ChartName. Use **Edit/Copy** or (Ctrl-C) to copy the data onto a clipboard. Then return to the **Chart of Account Setup** screen in Kardin Budget File.
4. Click on the **Paste** button to paste in the accounts and account names.



5. If you wish to manually type in one or more accounts, go to the last row (record) with the asterisk and type the Account ID and Account Name into the appropriate cell. Once you have entered your entire Chart of Accounts, click the **Setup Categories** button.
6. To delete an account, click on the record selector box (gray box to the left of AccountID) and press the ‘Delete’ key.

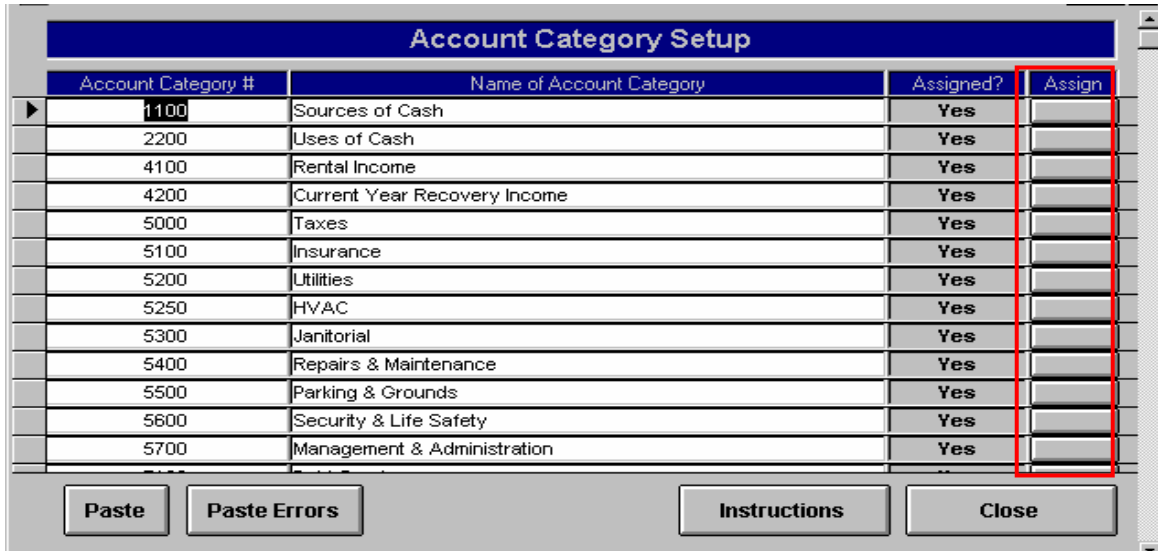
Your screen should look like the one above after you have successfully pasted in the Chart of Accounts.

If you encountered an Errors Message while pasting, it may be due to several causes:

1. If you receive the message “None of the columns being pasted match field names on the form. Paste columns into fields according to the form’s tab order?”, Press **OK** to continue. Your AccountIDs and Accounts will be pasted in properly.
2. If you receive any other error while pasting, you can click on the **Paste Errors** button. A dialog box will appear asking you where to store an Excel file with the information it couldn’t paste in. Give the file and name and open it in Excel to see what was dropped in the copy and paste procedure.

B. How to Setup the Account Categories

1. Go to your Excel spreadsheet with your Chart of Accounts and this time; highlight the last two columns including the column headers, PrimaryAccountTypeID and PrimaryAccountType. Copy the two columns onto the clipboard, using Ctrl-C. From Kardin's Chart of Accounts Setup screen, click Setup Categories to get to the Account Category Setup screen.

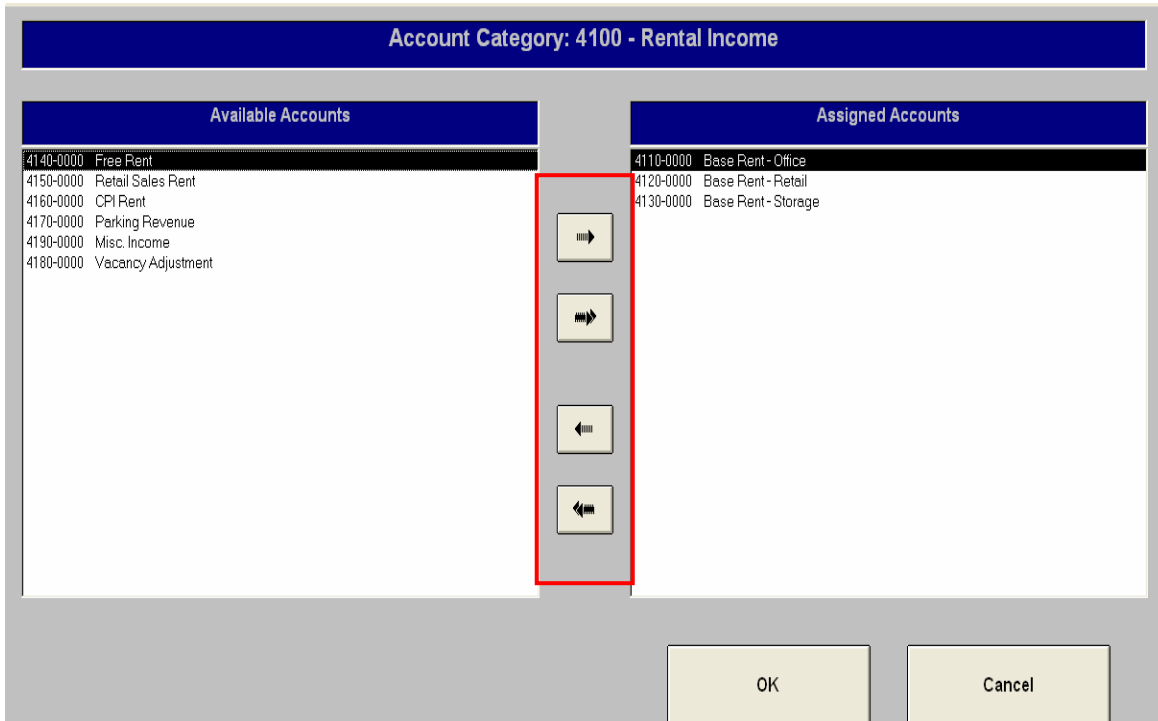


Account Category #	Name of Account Category	Assigned?	Assign
1100	Sources of Cash	Yes	<input type="checkbox"/>
2200	Uses of Cash	Yes	<input type="checkbox"/>
4100	Rental Income	Yes	<input type="checkbox"/>
4200	Current Year Recovery Income	Yes	<input type="checkbox"/>
5000	Taxes	Yes	<input type="checkbox"/>
5100	Insurance	Yes	<input type="checkbox"/>
5200	Utilities	Yes	<input type="checkbox"/>
5250	HVAC	Yes	<input type="checkbox"/>
5300	Janitorial	Yes	<input type="checkbox"/>
5400	Repairs & Maintenance	Yes	<input type="checkbox"/>
5500	Parking & Grounds	Yes	<input type="checkbox"/>
5600	Security & Life Safety	Yes	<input type="checkbox"/>
5700	Management & Administration	Yes	<input type="checkbox"/>

Buttons: Paste, Paste Errors, Instructions, Close

2. Once you are in the Account Category Setup screen, click the **Paste** button. At this point, there is no relationship between the accounts and the categories.
3. In order to assign all the accounts to one of the categories; click on the gray button under the word 'Assign' on the same row as the selected category.

- An assignment window will appear with the name of the category which in our sample is 4100 – Rental Income.



- Now you can assign all the accounts belonging to category 4100 Rental Income. You can move items over from the **Available Accounts** box in the left to the **Assigned Accounts** box in the right by *using the arrows or double clicking* on the Account.
- Repeat steps 3 and 5 for all necessary Account Categories until all the accounts have been assigned and the **Available Accounts** box is emptied.
- When all of your available accounts have been assigned to Account Categories, click Close.
- This takes you back to the Chart of Account Setup screen. You can see that all the Chart of Accounts now are assigned to Account Categories. Click the SETUP TYPES button.

C. How to Setup Account Types

Purpose of the Account Types is to “organize” the chart of accounts into the Kardin Reporting Format. The chart of accounts set up is what sets the pace in the financial reports.

1. The names of the Account Types are **fixed** and cannot be edited by the user. Use the same assigning procedures to assign Account Categories to Account Types. Likewise the Account Types are fixed fixtures in the financial reports and cannot be amended. What is flexible is how the Categories are assigned to the Types.

Account Type Setup			
Account Type ID	Account Type	Assigned?	Assign
1	Income	Yes	<input type="checkbox"/>
2	Operating Expenses - Recoverable	Yes	<input type="checkbox"/>
3	Operating Expenses - Unrecoverable	No	<input type="checkbox"/>
4	Non-Operating Expenses	Yes	<input type="checkbox"/>
5	Debt Service	Yes	<input type="checkbox"/>
6	Capital Expenditures	Yes	<input type="checkbox"/>
7	Asset Level Income	Yes	<input type="checkbox"/>
8	Asset Level Expenses	Yes	<input type="checkbox"/>
9	Expenses/Adjustments for Net Income	Yes	<input type="checkbox"/>
10	Sources of Cash	Yes	<input type="checkbox"/>
11	Uses of Cash	Yes	<input type="checkbox"/>

2. There are a total of 11 Account Types. The first nine are used in the Budget Reports. The last two, Sources of Cash and Uses of Cash are used in Cash Reports. You do not have to use the cash reports but they are available. If you do choose to track cash, make sure you set up accounts for Beginning Cash Balance and Cash Flow from Property and establish the link in **COA Links to Budget**.
3. Once all of your available Account Categories have been assigned to an Account Type, click **Close**.

Before you can go on to the next step, every account needs to be assigned a category and every category needs to be assigned to a type. Any un-assigned item will prevent you from moving to the next step in the budget process. Once this is done, click **Close** to return to the Main Menu.

CHART OF ACCOUNTS IMPORT

If you already have a Kardin file that has the Chart of Accounts you want to use, you can import all the accounts along with the assignments to the Account Categories and Account Types. Likewise, as mentioned earlier in this section, if use of the Kardin Budget System is mandated by an owner or management company, there is likely a Chart of Account file provided, to be used as the “selected file”.

From the Chart of Accounts Setup screen, click the **Import From Kardin File** button.

- A. A **WARNING** message will appear asking if you want to back up your file before continuing. If you decide to make a back up, press **Yes** and then enter the name for the backup file at the prompt. If you decide not to back up your file, press **No** and continue with the import.
- B. You will be asked to **select** the file from which you want to import the Chart of Accounts. Locate the directory where the file is located and select the file. Then click **OK**.
- C. After you have selected the file to import from, the budget start date and property ID will be compared to your current file. If there are any differences, you will be asked if you want to continue. This is to prevent the accidental combination of chart of accounts from different properties. If you want to continue with the Import, press **Yes**. Otherwise, press **No** to cancel.
- D. The **Chart of Account Import** screen will show you the differences between your current Chart of accounts and the file you selected. Either press the **Begin Import** button (to import the chart of accounts) or the **View Comparison** button (to view a detailed report of the differences in chart of accounts before importing).

Chart of Accounts Comparison and Import

Current File PropID PropName
C:\KARDIN~1\USERTEST.CMM

Selected File PropID PropName
C:\KARDIN~1\KBSSTU~1\KBS2000.CMM

Chart Items

yes	no	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Found Chart Items not in Current file
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Found Items set in conflicting Categories
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Found Items with conflicting Names

Account Categories

yes	no	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Found Categories not in Current file
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Found Categories set as conflicting Types
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Found Categories with conflicting Names

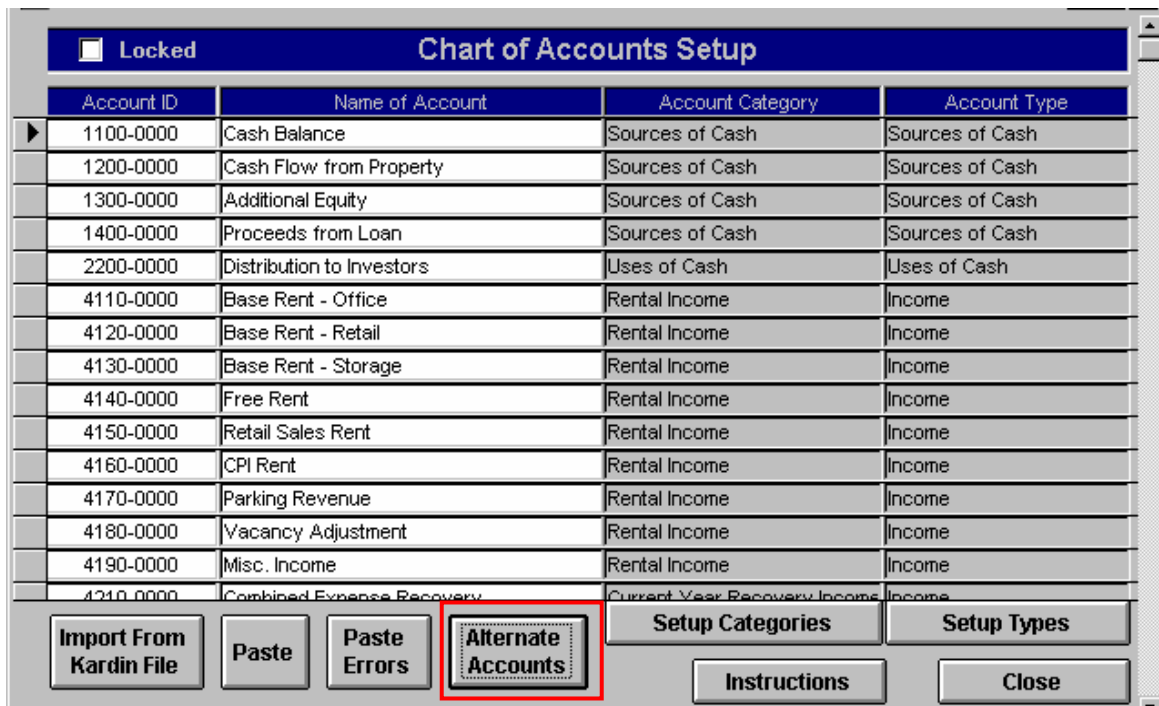
- E. After pressing **Begin Import**, you may be asked a series of questions that verify that you do in fact want to continue with the import process. When it is completed, you can view a report of the changes made.
- F. When the import process is completed, all the accounts in the Chart of Accounts and their assigned Account Categories and Types have been established so that you never have to do a setup more than once for one set of Chart of Accounts. Click **Close** to return to the Main Menu.

- G. Each time a “master” chart of accounts is updated (changes or additions), it can be distributed (via email or posted to a share directory) to all applicable property users. Each user will perform the Chart of Accounts Import in the property budget/forecast file to update the chart of accounts.

ALTERNATE CHART OF ACCOUNTS SETUP

Budgets may have an alternate set of Chart of Accounts allowing companies to budget in one set of accounts and to export data in another set of accounts. This alternate chart must have the same or fewer numbers of accounts than the main COA. Kardin will “roll-up” the accounts from the master COA into the alternate COA to create an Excel Export in the alternate chart.

After the budget is exported with the Alternate Chart of Accounts, the export can be imported into a separate Kardin file that is set up with the Alternate Chart as the Chart of Accounts. You can then print Kardin Budget reports with the Alternate Chart.



- A. From Chart of Accounts Setup screen, click on **Alternate Accounts** button.

Alternate COA Setup			
Account ID	Account Name	Alternate Account ID	Name of Alternate Account
1100-0000	Cash Balance	100000	Sources of Cash
1200-0000	Cash Flow from Property	100000	Sources of Cash
1300-0000	Additional Equity	100000	Sources of Cash
1400-0000	Proceeds from Loan	100000	Sources of Cash
2200-0000	Distribution to Investors	110000	Uses of Cash
4110-0000	Base Rent - Office	200000	Income
4120-0000	Base Rent - Retail	200000	Income
4130-0000	Base Rent - Storage	200000	Income
4140-0000	Free Rent	200000	Income
4150-0000	Retail Sales Rent	200000	Income
4160-0000	CPI Rent	200000	Income
4170-0000	Parking Revenue	200000	Income
4180-0000	Vacancy Adjustment	200000	Income
4190-0000	Misc. Income	200000	Income
4210-0000	Combined Expense Recovery	200000	Income
4230-0000	R/E Tax Recovery	200000	Income

B. The Alternate Chart can be manually entered on this screen in the Alternate Account ID and Name of Alternate Account columns. The Alternate Chart can also be imported from an excel spreadsheet by clicking on the Import Alternate COA button.

Alternate Chart of Accounts Import			
Account ID	Alternate Account ID	Alternate Account Name	Error

	A	B	C	D	E	F	G
1	ChartID	ChartID2	ChartName2				
2	1100-0000	100000	Sources of Cash				
3	1200-0000	100000	Sources of Cash				
4	1300-0000	100000	Sources of Cash				
5	1400-0000	100000	Sources of Cash				
6	2200-0000	100000	Sources of Cash				
7	4110-0000	200000	Income				
8	4120-0000	200000	Income				
9	4130-0000	200000	Income				
10	4140-0000	200000	Income				
11	4150-0000	200000	Income				
12	4160-0000	200000	Income				

- C. First, prepare a spreadsheet in Excel that looks like the one shown above. A spreadsheet can be created from a download from the accounting system. Create three columns. In the first column, put your entire Chart of Account numbers under the column header **ChartID**. The Chart ID's can be exported from your accounting system. In the second column, put all your Alternate Chart of Account names under the column header **ChartID2**. In the third column, place your Alternate Account Category names under header **ChartName2**.
- D. In Excel, highlight all the data in the three columns including the column headings. Use **Edit/Copy** or (Ctrl-C) to copy the records onto a clipboard. Then return to the **Alternate Chart of Account Setup** screen in Kardin Budget File.
- E. Click on the **Paste** button on the lower left-hand side of the screen to paste in the alternate accounts.
- F. Click on **Validate**. If no errors occur, click on **Upload**. If there are errors, they must be corrected, re-validate, and upload.

Alternate Chart of Accounts Import					
Account ID	Alternate Account ID	Alternate Account Name		Error	
▶ 1100-0000	100000	Sources of Cash	<input type="radio"/>		
▶ 1200-0000	100000	Sources of Cash	<input type="radio"/>		
▶ 1300-0000	100000	Sources of Cash	<input type="radio"/>		
▶ 1400-0000	100000	Sources of Cash	<input type="radio"/>		
▶ 2200-0000	100000	Sources of Cash	<input type="radio"/>		
▶ 4110-0000	200000	Income	<input type="radio"/>		
▶ 4120-0000	200000	Income	<input type="radio"/>		
▶ 4130-0000	200000	Income	<input type="radio"/>		
▶ 4140-0000	200000	Income	<input type="radio"/>		
▶ 4150-0000	200000	Income	<input type="radio"/>		
▶ 4160-0000	200000	Income	<input type="radio"/>		
▶ 4170-0000	200000	Income	<input type="radio"/>		
▶ 4180-0000	200000	Income	<input type="radio"/>		
▶ 4190-0000	200000	Income	<input type="radio"/>		
▶ 4210-0000	200000	Income	<input type="radio"/>		
▶ 4230-0000	200000	Income	<input type="radio"/>		

- G. When the file is complete, you can print Kardin reports using the Alternate Chart of Accounts (Refer to Section 10).

COA LINKS TO BUDGET

The Kardin Budget System can automatically calculate numerous fields. The Budget Link Setup screen below allows you to link this list of calculated fields to the appropriate Chart of Account. This display includes “budget link setup” for both “commercial” and “multi-family” type files. You can select either or both. There are various links for “commercial” and for “multi-family”. As illustrated in the example, there is one account for each type of Rent. You can have multiple calculated fields linked to the same account. Owners and/or Asset Managers may want to have this Linking set up in the Master COA file for users to import.

Budget Link Setup					
Need Link	Will Link	Calculated Fields	ChartID	Chart Name	Clear
<input type="radio"/>	<input checked="" type="radio"/>	Rent - Office	4110-0000	Base Rent - Office	
<input type="radio"/>	<input checked="" type="radio"/>	Rent - Retail	4120-0000	Base Rent - Retail	
<input type="radio"/>	<input checked="" type="radio"/>	Rent - Storage	4130-0000	Base Rent - Storage	
<input type="radio"/>	<input checked="" type="radio"/>	Rent - Free Office	4140-0000	Free Rent	
<input type="radio"/>	<input checked="" type="radio"/>	Rent - Free Retail	4140-0000	Free Rent	
<input type="radio"/>	<input checked="" type="radio"/>	Rent - CPI	4160-0000	CPI Rent	
<input type="radio"/>	<input checked="" type="radio"/>	Rent - Percentage Sales	4150-0000	Retail Sales Rent	
<input type="radio"/>	<input type="radio"/>	Rent - Percentage in Lieu			
<input type="radio"/>	<input checked="" type="radio"/>	Rent - Parking	4170-0000	Parking Revenue	
<input type="radio"/>	<input type="radio"/>	Rent - Porters Wage			
<input type="radio"/>	<input checked="" type="radio"/>	Rent - Miscellaneous	4190-0000	Misc. Income	
<input type="radio"/>	<input checked="" type="radio"/>	Recoveries - CAM	4210-0000	Combined Expense Recovery	
<input type="radio"/>	<input checked="" type="radio"/>	Recoveries - Tax	4230-0000	R/E Tax Recovery	
<input type="radio"/>	<input checked="" type="radio"/>	Recoveries - Insurance	4240-0000	Insurance Recovery	
<input type="radio"/>	<input checked="" type="radio"/>	Recoveries - Utilities	4210-0000	Combined Expense Recovery	
<input type="radio"/>	<input checked="" type="radio"/>	Debt Service - Interest	7110-0000	Interest Expense	
<input type="radio"/>	<input checked="" type="radio"/>	Debt Service - Principal	7120-0000	Principal Repayment	
<input type="radio"/>	<input checked="" type="radio"/>	Capital - Tenant Improvement	7730-0000	Tenant Improvements	
<input type="radio"/>	<input checked="" type="radio"/>	Capital - Leasing Commission - Broker 1	7760-0000	Lease Commissions	
<input type="radio"/>	<input checked="" type="radio"/>	Capital - Leasing Commission - Broker 2	7760-0000	Lease Commissions	
<input type="radio"/>	<input checked="" type="radio"/>	Amortized Expenses	7900-0000	Depreciation & Amortization	
<input type="radio"/>	<input checked="" type="radio"/>	Amortized Capital Expenditures	7900-0000	Depreciation & Amortization	
<input type="radio"/>	<input checked="" type="radio"/>	Amortized Tenant Improvements	7900-0000	Depreciation & Amortization	
<input type="radio"/>	<input checked="" type="radio"/>	Amortized Leasing Commissions	7900-0000	Depreciation & Amortization	
<input type="radio"/>	<input checked="" type="radio"/>	Adjustment - GAAP	7800-0000	GAAP Adjustment	
<input type="radio"/>	<input checked="" type="radio"/>	Adjustment - Gross Potential Rent	4110-0000	Base Rent - Office	

Display : Commercial Multi-Family Both

Import from Kardin File Compare to Kardin File Validate Instructions Close

For each field that you want to automatically calculate, use the pull-down menu to select the Chart ID. Note: User defined calculations and Retail CAM Pool calculations are linked during those specific set-up processes.

- To clear a link, click on the Clear button next to each calculated field.
- The **Need Link** column shows you which Calculated Fields require you to select a ChartID. If the Need Link field is blackened, this signifies that data exists in the file related to that calculation.
- Once the “link” has been established for a “Need” Link item, the **Will Link** column field will fill-in thereby directing the Calculated Field be placed into your budget to the linked GL Account.

NOTE: both the “Need” Link and “Will” Link fields are driven by Kardin

- The **Display** will default to “Commercial”. If you are budgeting for multi-family, change the display. The “Both” option would be used only if you were setting up a “master COA Link” that identifies links for both a commercial property types and a multi-family property types.