



Kardin Systems, Inc. - On-Demand Training Webinars

<http://kardin.com/training.htm>

(requires username & password as provided by Kardin Systems)

#	Title	Contents	Duration <i>(in min.)</i>
...	What's new in the Kardin Budget System	Learn about the latest updates to our Budget software.	10:32
1a	Getting Started	This session is intended for new users starting a Kardin budget or reforecast file. Start with budget or reforecast? Use single or multi-building? Has Master COA been setup? Where can I get accounting downloads and what do they need to look like? Getting started with Kardin basics	14:27
1b	Getting Started - Software Download and Installation	Download and Installation Kardin Driver Installation Downloading Sample Data Obtaining and Unlock Code Changing Company Name Program Options	11:25
1c	Getting Started - Downloading Latest Version using Quick Fix	Installing an upgrade to an existing Kardin application using the Quick Fix file	4:27
1d	Getting Started - License Management	License Management Deleting and transferring a Kardin License	4:59
2a	COA Setup: Filtering Accounts	Sessions 2a, 2b, 2c are for owners, accountants and managers who are responsible for setting up a standardized budget reporting template. General Guidelines for COA Setup Filtering Accounts in Excel	9:13
2b	Setting Up a Master COA in Kardin and Chart of Accounts Maintenance	COA Structure Uploading COA into Kardin Importing Master COA into New File COA Maintenance COA Links to Budget	22:32
2c	Setting Up Alternate COA in Kardin	Alternate COA Overview Creating / Uploading Alternate COA Exporting Data Using Alternate COA	5:20



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3a	Overview – Commercial Property Budgeting and Reforecasting	This session provides an overview road-map of the entire budgeting and reforecasting process. It is highly recommended for users to start with this unit before moving on. Create a Budget for Next Year Create 1st Qtr Reforecast Update 2nd Qtr Reforecast Create Next Year’s Budget from 2nd Qtr Reforecast Update Reforecast with 12 mos. Actuals for Operating Expense Reconciliation	16:29
3b	Overview – Multi-Family Budgeting and Reforecasting	Multi-Family Budget Process	7:17
3c	Overview – Facilities Management Budgeting and Reforecasting	Facilities Management Budgeting	16:12
4	Property Setup	Single Building File Setup Property Information and Budget Year Importing Chart of Accounts COA Links to Budget Multi-Building File Setup Creating Cost Centers Allocations	15:44
4a	FAQ - Deleting a Cost Center	How to delete an existing Cost Center	20:59
5a	Importing GL Budgets and Actuals	Components in a Reforecast File Three Ways to Create a Reforecast Import Current Year Budget Import Current Year Actuals Import Budget into Reforecast for Modification Potential Errors and Solutions	19:40
5b	Importing Unit Data for Multi-Family Properties	Multi-Family Overview Import Unit Data Rent Roll	12:26



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5c	Importing Lease Data for Commercial Properties	Review of Format for Data Import into Kardin Procedure for Importing Data and Correcting Errors in Data Flow of Data and Checking Accuracy	15:54
6a, 6b	Income – Suites, Rent Roll and Leasing Assumptions	Suites, Inventory of Spaces Rent Roll: Contract and Speculative Leases Creating, Modifying and Applying Leasing Assumptions Leasing Reports	11:48
6c	Income – Leasing – Multi-Family Properties	Rent Roll Market Rent Increase Actual Rent Increase Occupancy Assumptions Turnover Cost Concessions and Delinquencies Economic Occupancy	40:41
6d	Income – Leasing – Retail % Sales Rent	% Sales Rent Calculation Methods Breakpoint Methods Entering Sales Data Reports	14:58
7	Budget Input	How to Search for a GL Number Manual Data Input Importing Budget Data Budget Input Reports	23:30
8a	Expenses – User Defined Calculation	Introduction to User Defined Calculations User Defined Calculations Setup	14:52
8b	Expenses – % Increase	Provides method to create Multi-Year Forecasts by increasing current budget by a percentage	12:38



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9	Expenses - Payroll	Payroll Burden Payroll Detail Security	24:08
10a	Debt Service	Debt – Fully Amortized Debt – Interest Only	11:12
10b	Amortization Schedules	Introduction to Amortization and Depreciation Amortization Schedules for Budgeted and Other Capital	11:37
11a	Recoveries – Commercial Property - Theory and Overview	Recovery Theory and Overview for Office and Industrial Properties	9:55
11b	Recoveries – Commercial Property – Setup Steps 1 & II	Financials Expense Codes Caps	13:31
11c	Recoveries – Commercial Property – Setup Steps III & IV	Expense Schedules Rent Roll – Tenant Reimbursement Reports and Export	47:50
11d	Recoveries – Commercial Property – Reforecasting and YE Reconciliations	Reforecast – 2nd Quarter Create Next Year's Budget from Current Reforecast Reforecast - 4th Quarter w/ YE Reconciliations	20:24
11e	Recoveries – Fixed Amount	Fixed Recovery Pools Assigning and Linking to Tenant	N/A
11f	Recoveries - Fiscal year Budget with Calendar year Recoveries	Setting up a fiscal year budget with calendar year recoveries	12:43
11g	Recoveries – Retail Properties – Setup Steps I, II, & III	Overview Denominator Pools Charge Codes Expense Schedules Caps	25:18



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11h	Recoveries – Retail Properties – Setup Step IV	Rent Roll – Tenant Reimbursement Retail Recovery Reports YE Reconciliations	22:23
12	File Review – Auditing Reports	Financial Reports Leasing Reports Recoveries Reports Other Reports Export Reports	18:55 (Part I) 18:45 (Part II)
13a	Portfolio Consolidation - File Setup	Validation Rules Currency and Investment Types Select Files Portfolio Groups	16:42
13b	Portfolio Consolidation - Yield Analysis	Yield Analysis	11:55
13c	Portfolio Consolidation - Reports and Export	Reports and Exports	10:13