



Planon RE Assets

Planon Software Suite

Version: L119

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About this Document

Intended Audience

This document is intended for *Planon Software Suite* users.

Contacting us

If you have any comments or questions regarding this document, please send them to: support@planonsoftware.com.

Document Conventions

Bold

Names of menus, options, tabs, fields and buttons are displayed in bold type.

Italic text

Application names are displayed in italics.

CAPITALS

Names of keys are displayed in upper case.

Special symbols



	Text preceded by this symbol references additional information or a tip.
	Text preceded by this symbol is intended to alert users about consequences if they carry out a particular action in Planon.

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Planon RE Assets

The Planon RE Assets application is designed specifically for real estate investors to effectively manage their portfolios. A typical portfolio consists of assets, where each asset represents a unit of real estate. These assets can include single properties or multiple properties. Each property within these assets contains rentable units such as floors, parking spaces, apartments and meeting rooms.

Assets within the Planon RE Assets application are crucial components of an investor's financial strategy, representing buildings that hold significant value. This software provides comprehensive tools enabling investors to manage and optimize their real estate investments.

Getting started

In this chapter you will find all the information you need to get started with the Planon RE Assets solution. The following topics are covered:

- [Logging in](#)
- [Account settings](#)
- [Overview of main screen components](#)
- [Home page](#)
- [Standing process page](#)
- [Working with the grid](#)

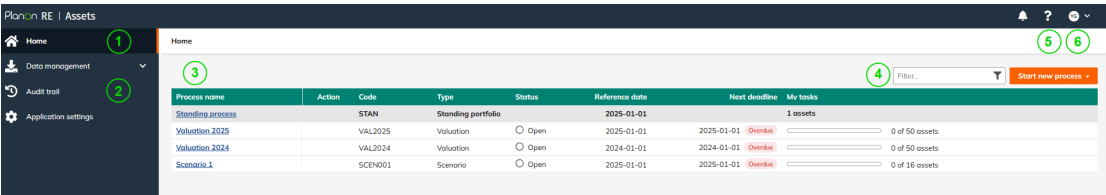
Logging in

Procedure

1. Click the Planon REM URL.
2. In the login screen, enter your user name and password.

Upon logging in, you are immediately directed to the application's homepage.

Main screen components



The application includes several key components that are present across all pages:

1. **Home**
Found throughout the application, this button allows you to return to the [Homepage](#) from any page.
2. **Navigation panel**
The navigation panel provides access to different options depending on the page you are viewing. For example, the homepage and standing process overview page each have unique sets of options.
3. **Data grid**

The content displayed in the data grid varies depending on the page you are on. For more information, see [Working with the data grid](#).

4. **Filter bar**

Use the filter bar to refine the information displayed in the data grid based on specific criteria.

5. **Alarms/Notifications**

This icon notifies you of alerts or alarms specific to your account or system status.

6. **Logged in user details** with the following menu items:

- Language
- Account settings
- Email notifications
- About
- Sign out

For more information, see [Account settings](#).

Homepage

The screenshot shows the Planon RE Assets homepage. On the left is a dark sidebar with navigation icons for Home, Data management, Audit trail, and Application settings. The main content area has a header with 'Home' and a 'Start new process' button. Below is a table with columns: Process name, Action, Code, Type, Status, Reference date, Next deadline, and My tasks. The table lists four processes: Standing portfolio, Valuation 2025, Valuation 2024, and Scenario 1. Each process has a status indicator (Open) and a progress bar showing the number of assets (0 of 50 for valuations, 0 of 16 for the scenario).

Process name	Action	Code	Type	Status	Reference date	Next deadline	My tasks
Standing portfolio		STAN	Standing portfolio	<input type="radio"/> Open	2025-01-01		3 assets
Valuation 2025		VAL2025	Valuation	<input type="radio"/> Open	2025-01-01	2025-01-01 Overdue	0 of 50 assets
Valuation 2024		VAL2024	Valuation	<input type="radio"/> Open	2024-01-01	2024-01-01 Overdue	0 of 50 assets
Scenario 1		SCEN001	Scenario	<input type="radio"/> Open	2025-01-01	2025-01-01 Overdue	0 of 16 assets

On the Homepage, you can:

- see an overview of the current processes in your portfolio. The top process is the standing portfolio (asset portfolio). Click on a process to view detailed information.
- start a new process with the **Start new process** button. You can choose from the following options: **Valuation**, **External valuation**, **Scenario**, **Budgeting** and **Acquisition**.

For more information on processes, see [Processes](#).

Standing process overview page

🏠 > Standing process > Overview


Filter... 🔍 📄 ⚙️


Code	Asset sta...	Name	Sector	Address	Postal code	City	Neighbourhood	District
Portfolio								
<input type="checkbox"/> 1001		De sociëteit	Office	Grote Markt 27 B	9712HS	Groningen	Binnenstad	Centrum
<input type="checkbox"/> 1002		Plantage Zuid	Office	Kanaalstraat 91	3531CC	Utrecht	Lombok-Oost	Lombok
<input type="checkbox"/> 1003		Hof van Staete	Healthcare	Bethlehemweg 2 C	6222BM	Maastricht	Limmel-Noord	Limmel
<input type="checkbox"/> 1004		Residence Dennenbos	Residential	Loevesteinlaan 355 D	2533AM	Den Haag	Morgenstond	Escamp
<input type="checkbox"/> 1005		Laurentiusplein	Residential	Leeuwarderweg 72	1025RX	Amsterdam	Tuindorp Buiksloot	Amsterdam
<input type="checkbox"/> 1006		Oranjeboom	Residential	Molenveldlaan 146	6523RN	Nijmegen	Altrade	Nijmegen
<input type="checkbox"/> 1007		Palace Hotel	Hotel	Lijsterbesstraat 76 A	1783 HT	Den Helder		
<input type="checkbox"/> 1008		De Hoeve	Hotel	Sabastraat 15	8931 CZ	Leeuwarden		
<input type="checkbox"/> 1009		Park A58	Other	Daniëlsland 141	4337 BV	Middelburg		
<input type="checkbox"/> 1010		City Tower	Office	Joliotplaats 41	3069 TM	Rotterdam		
<input type="checkbox"/> 1011		Merado	Office	De Wetstraat 153 F	4818 BG	Breda		
<input type="checkbox"/> 1012		De Herberg	Healthcare	Gilzerbaan 58	5037 KT	Tilburg		
<input type="checkbox"/> 1013		Padenca	Residential	Frankendaal 144	5653 PD	Eindhoven		
<input type="checkbox"/> 1014		Kortzicht	Residential	Smaragd 176	5912 SM	Venlo		
<input type="checkbox"/> 1015		Het Kasteel	Residential	Joop den Uylstraat 122	6041 PZ	Roermond		
<input type="checkbox"/> 1016		Kleefse Vaard	Other	Binderserf 60 C	6846 AH	Arnhem		
<input type="checkbox"/> 1017		De venne	Other	Hoofdstraat 92	7311 AT	Apeldoorn		
<input type="checkbox"/> 1018		Het Hallehuis	Other	Zaaierspad 151	3813 SK	Amersfoort		



Main components of the Standing process page:

- Overview of all assets in your portfolio. Click on the asset code in the first column to navigate to the details page of each asset.

On the details page, the following buttons are available:


- The **Messages**  button

Click this button to open the **Messages** to open the Messages window and start conversations with other users.
 - KPIs**  button

Click this button to open the **KPIs** menu where you can select which Key Performance Indicators (KPIs) are displayed.
- Assets consisting of multiple properties are displayed as an expandable tree. Use the buttons  and  to expand or collapse the tree:

<input type="checkbox"/> ⬆️ Code	Name	Sector
Portfolio		
<input type="checkbox"/> ⬆️ A	stadsfeestzaal	Retail
A	Contract sequence	
B	Options	
C	Stepped rent	
D	Breaks	

- Column settings** and **General settings** button

Click the  button to customize display preferences and general settings. For more details, refer to. For more information, see [Working with the data grid](#).


- **Export to Excel**

Click the  button to download data in Excel format.

- Use the navigation panel to access the **Financial Statements**, **Reports**, **Analysis** and **Audit Trail** data of your portfolio. This can be done for your entire portfolio – encompassing all assets – or for the selected asset.

Working with the data grid

In this section, you will learn how to work with the data grid, covering essential features and functionalities to help you efficiently manage and interact with your data.

- Click the  button to open the **Column settings** menu. Here you can select the columns you want to display in the grid.

Settings



General **Columns**

Select columns to show in the table.

<input type="checkbox"/>	Column
<input checked="" type="checkbox"/>	Code
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Roles
<input checked="" type="checkbox"/>	Sector
<input checked="" type="checkbox"/>	Address
<input checked="" type="checkbox"/>	City
<input type="checkbox"/>	Governing district
<input type="checkbox"/>	Region
<input checked="" type="checkbox"/>	Country
<input checked="" type="checkbox"/>	Strategy
<input checked="" type="checkbox"/>	Market Value net
<input checked="" type="checkbox"/>	Net Initial Yield
<input checked="" type="checkbox"/>	Vacant possession value

Reset to default


Cancel

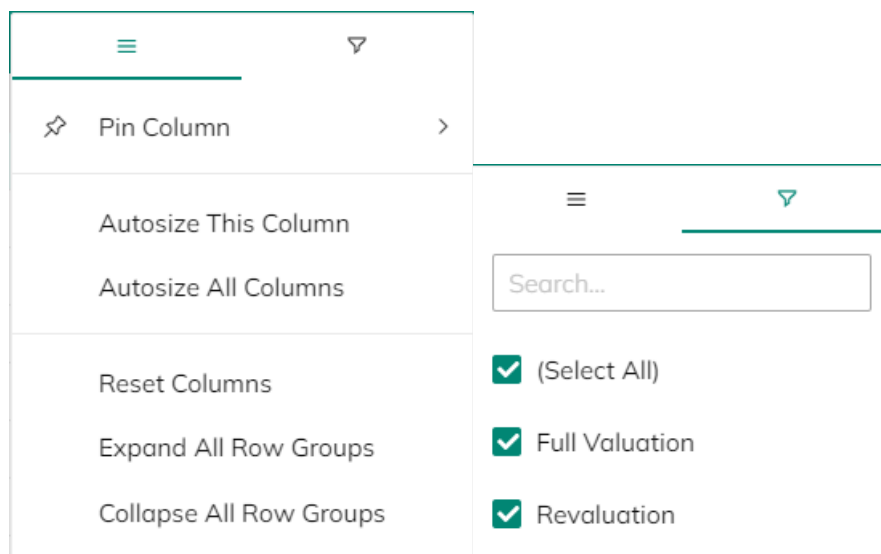
Apply

- Click within the column header to access several options.

Type ↓	≡	Stat
Standing portfolio		

Use the  arrow to indicate the sorting order (ascending or descending).

Click the  icon to open a menu with the following column and filtering options:



- Drag and drop columns to organize the data grid according to your preferences.

Keyboard shortcuts

In the data grid, the following keyboard shortcuts can be used for efficient navigation and selection:

Keys	Description
CTRL + A	Select all rows
TAB	Go to the next column in a row
ENTER	Go to the next row in a column
CTRL + SHIFT	Select multiple rows
HOME	Go to the first column of the first row
END	Go to the last column of the last row

Account settings

When clicking the logged in user's name/logo, a menu appears where you can:

- View the logged in user's name
- Language: switch to another language
- [Account settings](#)
- Email notifications: indicate for which event you would like to be notified (if at all):

- Source data changes
- New process
- Asset action
- Tagged message
- About: view version information of Planon RE Assets
- Sign out: log off.

Account settings

When clicking **Account settings**, you navigate to a section of the **Master module** in which users can view and change:

- Personal info: name, titles, email and phone number.
- Company info: registration number chamber of commerce, address, company logo.
- Chartered valuer: identify yourself as a chartered valuer by including the register and signature.
- Language and formatting: settings related to language and preferences regarding separators, date, month, empty values in tables.

Application settings

In application settings you can make:

- [General settings](#)
- [Country settings](#)
- [Company settings](#)
- [Authorizations](#)

General settings

Real Estate Transfer Tax

When dealing with Real Estate transactions, Real Estate Transfer Taxes (RETT) are due in all countries.

As the RETT methodology differs per country, you can create or configure a scheme as necessary here.

The data panel lists the available RETT schemes, here you can click

- **Add RETT scheme** to add a new scheme
- **Configure scheme** to amend an existing scheme
- **Activate** or **Deactivate** a scheme

When adding a new scheme, a panel in which you can fill out the scheme's details slides in.

Field	Description
Name	Specify a name for the scheme. The name must be unique per country.
Country	Select a country from the picklist.
Period from	Start date of the scheme. By clicking Add period you can enter an additional periods. If there is a single period only, the Period from and Until fields will not show any dates.

Field	Description
	With 2 or more periods, you must specify the Period from date, which will automatically set the Until date .
Until	End date of the scheme.
Cumulative	<p>If you select Yes, the RETT is calculated cumulatively, carrying over from one tranche to the next.</p> <p>If No, the RETT will be calculated on a single bracket (this field will be read-only).</p>
Value from	Lower bound of the tranche (in country's currency).
Value to	<p>Upper bound of the tranche (in country's currency).</p> <p>If this field is empty, there is no upper bound for the RETT scheme.</p>
Rate	Specify the applicable percentage per tranche.

Click **Add bracket**, to add a new bracket. Within a bracket, you can delete a row (one at a time; a minimum of one row must remain).

Value Added Tax

The Value Added Tax (VAT) is a value that is defined by a country as a rate for the tax that is payable to the government. Per country, various rates can apply.

The data panel lists the available VAT schemes. Here, you can click:

- **Configure scheme** - to amend a scheme
- **Add scheme** - to add a new scheme
- **Activate** or **Deactivate** a scheme

When you add or modify a VAT scheme, a panel in which you can fill out the scheme's details slides in.

Field	Description
Country	Select a country from the picklist.

Field	Description
Tariff name	Enter a descriptive name for the tariff. The name must be unique per country.
Start date	Specify a start date. With two or more periods, the period dates need to be specified. <ul style="list-style-type: none"> You can only set the Period from date, and this will automatically set the Period to for the related period.
End date	Specify an end date.
Rate	Specify the tariff's percentage rate (per period).

You can delete a row (one at a time; a minimum of one row must remain).

Settings per country

This section describes the rent control settings per country.

Rent control

Rent control is a regulation that limits rent increases and/or sets maximum rental prices to ensure affordability and protect tenants from excessive rent hikes.

Rent control consists of two types: **rent increase limits** and **initial rent caps**.

- Rent increases** are restricted by a variable annual percentage, which can be tied to an index (e.g., [CPI](#) + 1%) and may have upper or lower boundaries. The cap can be set as a percentage or an absolute amount over a defined period.
- Initial rent caps** ensure that newly agreed rents do not exceed limits set by local authorities. These caps can be fixed or indexed and are often temporary, though they may be extended or adjusted over time. When renewing or reletting a unit, the initial rent cannot exceed the indexed rent of the previous lease.

Rent control methodologies may vary per country.

NL - Rent control

As of July 1, 2024, rental properties in the Netherlands are classified into **three segments**:

- **lower segment**
- **middle segment**
- **higher segment**

The rent for properties in the lower and middle segments is regulated based on the [WWS points system](#), which assigns points to a dwelling to determine its **maximum statutory rent** using official WWS tables.

A property falls under **rent control** if its **relet rent** (the lower value between the statutory maximum rent and the estimated rental value) is below the **middle rent ceiling**, which is set by the government. If the relet rent exceeds this ceiling, the property is classified as **higher segment** and is not regulated.

The WWS points that define segment thresholds remain stable over time, as they are indexed annually on January 1st, aligning with statutory rent indexation.

Surcharges

Properties in the **middle segment** may qualify for surcharges:

- **monument surcharge** 35% surcharge for new rent contract with start date contract on or after July 01, 2024.
- **new construction surcharge** A 10% surcharge is allowed for middle segment dwellings if the key handover date is on or after July 01, 2024 (applicable for 20 years).

Company settings

Pick lists

A **Pick List** is a predefined list of selectable options in a software application, ensuring consistent and accurate data entry.

Adding a pick list

You can add/maintain pick lists at **Application settings > Company settings**.


1. Click **Pick lists**
2. Select the type of pick list you want to add:
 - Country


- Disinvestment cash flow line
 - General ledger
 - Monument type
 - Non-recoverable operating expenses cash flow line
 - Other operating expenses cash flow line
 - Passing rent cash flow line
 - Property detailed type
 - Property type
 - Real property right
 - Rentable unit detailed type
 - Sector
 - Strategy
 - Valuation type
3. Click **+Add...** at the top (right).
You can now enter the type of pick list you have selected in the previous step.
 4. Enter a code and enter a description in the languages available in the application.
 5. Click **Save**.
The newly added pick list item is directly active.
In the same screen you can also **Deactivate** or **Delete** a picklist item.

Market risk premium

Here, you can define the extra return (as a percentage) investors expect to earn from real estate investments compared to what they would earn from a completely safe investment.

The market risk premium is shown in the discount rate slide-in in the property screen.

- You can specify the market risk premium per real estate sector.
- The rate of the first year is used for preceding periods.
 - first year = 2022, then the years < 2022 inherit the value of 2022.
- The rate of the last year is used for future periods.
 - last year = 2025, then the years > 2025 inherit the value of 2025.
- If there are multiple year columns available, you can delete one by clicking  in the header.

- You can add (one or more) previous years by clicking **Add start year**.
- You can add (one or more) future years by clicking **Add end year**.
- You can export your Market risk premium overview to Excel by clicking .
- Click **Save** to save your changes.
- Click **Revert** to undo your changes.



Risk free rate

The **risk-free rate** is the theoretical return on an investment with zero risk of financial loss.

A risk-free rate represents the interest an investor would expect from an absolutely risk-free investment over a specified period. Typically, the risk-free rate is based on the yield of long-term government bonds (such as 10-year bonds) from a country with a high credit rating (AAA-rated).

In the Planon RE Assets application, the **risk-free rate** is needed to calculate the **discount rate** % which is input for the **net present value** (NPV) calculation.

You can specify risk-free rates per country in **Application settings**.



- The rate of the first year is used for preceding periods.
 - first year = 2022, then the years < 2022 inherit the value of 2022.
- The rate of the last year is used for future periods.
 - last year = 2025, then the years > 2025 inherit the value of 2025.
- You can delete a year column by clicking  in the header.
- You can add (one or more) previous years by clicking **Add start year**.
- You can add (one or more) future years by clicking **Add end year**.
- You can export your risk-free rates overview to Excel by clicking .
- Click **Save** to save your changes.
- Click **Revert** to undo your changes.

Index series

An Index series is a set of indices used to project future changes in key variables affecting a real estate investment

Each index tracks a specific category, and you can enter percentage rates to estimate how these categories will change over time.


Index series are maintained in **Application settings**.

- You can add an index series by clicking **+ Add index series** at the top right. Then proceed to fill out the rates per category.
- You can edit the **Code** or **Name** as required.
- The rate of the first year is used for preceding periods.
 - first year = 2022, then the years < 2022 inherit the value of 2022.
- The rate of the last year is used for future periods.
 - last year = 2025, then the years > 2025 inherit the value of 2025.
- You can delete a year column by clicking  in the header.
- You can add (one or more) previous years by clicking **Add start year**.
- You can add (one or more) future years by clicking **Add end year**.
- You can export your index series overview to Excel by clicking .
- Select a row to **Deactivate** it. When it is deactivated (and not in use), you can **Delete** the row.
- Click **Save** to save your changes.
- Click **Revert** to undo your changes.

Index method

An **Index method** is a calculation approach used to adjust values over time based on an external reference, such as inflation or market trends.

Index methods are maintained in **Application settings**.

- You can add an index method by clicking **+ Add index method** at the top right. Then proceed to fill out the rates per category.
- You can edit the **Code** or **Name** as required.
- Per index method, select:
 - **Index series** from the drop-down list.
 - **Default index month**, which can be any month of the year, or **Continuous**.
 - **Index offset** - the number of months between the indexation itself and the index date referred to.
 - **Ceiling** - as boundary, Ceiling caps the top rate.
 - **Floor** - as boundary, Floor caps the bottom rate.
- You can export your index method overview to Excel by clicking .
- Select a row to **Deactivate** it. When it is deactivated (and not in use), you can **Delete** the row.
- Click **Save** to save your changes.


- Click **Revert** to undo your changes.

Rentable unit type

A **Rentable Unit Type** categorizes a property based on its intended commercial or residential use.

Common types include **Retail, Office, Industrial, Hotel, Residential, Leisure, Healthcare, Land, Parking, Garage, and Other**. This classification helps in managing leases, setting rental conditions, and performing property valuations.

You can maintain rentable unit types in **Application settings**.

- You can add a rentable unit type by clicking **+ Add RU-type** at the top right. Then proceed to fill out the required fields.
 - Select a type from the **System RU-type** drop-down list. This can be either **Other, Dwelling** or **Parking space**.
 - Enter a **Code**
 - Provide a translation for the available languages.
- Click **Save** to save your changes.
- Click **Revert** to undo your changes.
- You can export your rentable unit type overview to Excel by clicking .
- Select a row to **Deactivate** it. When it is deactivated (and not in use), you can **Delete** the row.

Asset grouping

Asset Grouping allows you to organize multiple assets into structured groups based on specific criteria, such as sector, location, or investment strategy.

Asset grouping enables **portfolio analysis, KPI calculations, and strategic decision-making** by aggregating assets at different levels. It allows users to set targets, track performance, and create clusters for various processes. Since asset classifications can differ across processes (e.g., an asset may be **Residential** in valuation but **Office** in a standing portfolio), asset grouping ensures flexibility in reporting and management.

You can maintain Asset grouping in **Application settings**.

- You can add Asset grouping by clicking **+ Add asset grouping** at the top right.
The Create asset grouping panel slides in from the right.
- Specify a **Name** and select one or more characteristics: Sector, Country, Region, City, Entity structure. If no characteristics are selected, all assets are allocated to the default **asset group**.

- Click **Save** to save your changes.
- You can edit an asset grouping by clicking ... behind the asset grouping > **Edit**.
- To delete an asset grouping, click ... > **Edit**.

Calculations

Under **Calculations** you can define how the Planon RE Assets application should process calculations.

You can specify calculations in the following areas:

- Calculations day-based or month-based
 - Days
 - Months
- NPV method
 - Begin of month
 - Cashflow
 - End of month
 - Mid of month
- Turnover frequency indefinite period contracts
 - Cashflow
 - End forecast year
 - Mid forecast year
 - Start forecast year
- Expiry date indefinite period contracts
 - Actual expiry date
 - Ignore expiry date
- Calculated strategy
 - Turnover
 - Turnover & Privatization

Financial statements

There are some actions available actions that you can perform on financial statements. These allow you to manage and customize financial statements according to your needs, ensuring flexibility and control over your data.

Proceed as follows:

Procedure

1. In the navigation panel, click **Application settings**.
2. In the data panel, under **Company settings**, click **Financial statements**.
3. Click **+ Add financial statement** - you can amend the financial statement to your own requirements. Once saved, the financial statement immediately becomes **Active**.
4. You can also edit existing financial statements. Select a statement and click [...] behind its name. Then click the required option:
 - **Edit**: to modify the content or details of an existing financial report.
 - **Duplicate**: to create a copy of an existing financial report for reuse or time-saving purposes.
 - **Deactivate**: to temporarily disable a financial report, making it inactive without permanently removing it.
 - **Activate**: to enable a financial report that was **Inactive**, making it available for use again.
 - **Delete**: to permanently remove a financial report from the system.

Adding a cash flow statement

Financial statements are managed and maintained in **Application settings**.

If you want to add a custom financial statement, proceed as follows:

Procedure

1. In the navigation panel, click **Application settings**.
2. In the data panel, under **Company settings**, click **Financial statements**.
3. Click **+ Add financial statement** at the top.

A predefined statement appears, which you can amend as required.


4. Enter a **Name** for your financial statement and in **Configure**, specify whether your statement is **Cash flow** or **Profit & Loss**.
5. To add an entry, click **Add (+)**.

A new row appears in the statement which you can further configure on the right.

6. To add an entry, click **Add (+)**.


A new row appears in the statement of which you can further configure details on the right.


Until you configure it further, the line is temporarily showing a placeholder text:


Please configure cash flow line 

Field	Description
Cash flow line	<p>Expand the drop-down box to select the appropriate cash flow entry from the list.</p> <p>Depending on where you are adding the entry, various options become available.</p>
The following lines only become available after selecting a cash flow line.	
Forecast from source	Click the slide button to enable forecast from source.
Input method	<p>Select the appropriate input method:</p> <ul style="list-style-type: none"> • Property • Rentable unit type • Contract
Allocation key	<p>Select the appropriate allocation key:</p> <ul style="list-style-type: none"> • Initial ERV • m² GFA • m² ITZA • m² NFA • Per unit
Index method	<p>Select the appropriate index method:</p> <ul style="list-style-type: none"> • Regulated contract • Passing rent indexation • Market rent • Exploitation cost • Construction cost • Sale amount

Field	Description
	<ul style="list-style-type: none"> Market value

7. Click  to add a general ledger entry.
8. Expand the **Select...** box to assign the general ledger entry.
9. Click **Save** at the top to save and apply your changes.


 Your statement is immediately active and available for use. If necessary, there are options available for [managing](#) your financial statements.

- Click the **Recycle bin** icon () behind a cash flow line to delete it
- Click **Revert** at the top to undo your changes

Adding a profit & loss statement

Financial statements are managed and maintained in **Application settings**.
If you want to add a custom financial statement, proceed as follows:


Procedure


1. In the navigation panel, click **Application settings**.
2. In the data panel, under **Company settings**, click **Financial statements**.
3. Click  at the top.

A predefined statement appears, which you can amend as required.

4. Enter a **Name** for your financial statement and in **Configure**, specify whether your statement is **Cash flow** or **Profit & Loss**.
5. Select a statement line on the left and under **Accounting method** on the right, indicate whether it is: **Cash** or **Accrual**.

If you click **Accrual, automatically the Revenue and cost recognition method is Cash flow period.**

6. Click  to add a general ledger entry.
7. Expand the **Select...** box to assign the general ledger entry.
8. Click **Save** at the top to save and apply your changes.

 Your statement is immediately active and available for use. If necessary, there are options available for [managing](#) your financial statements.

Defaults

Default settings and values for risks and assumptions ensure that calculations can begin smoothly, even when some required data is not yet available.

Under **Application settings > Defaults**, you can make various settings regarding:

- [Company](#)
- [Process](#)
- [Property](#)
- [Contract](#)
- [Contract line](#)

Company

At this level, you can make various settings to be used as company defaults.

Field	Description
Start month financial year	Select a month as start for the financial year.
Reporting language	Choose a reporting language from the drop-down list.
Index method	
Index method renewal rent	Choose the required index method from the drop-down list. The list references the index method name specified as Index method .
Index method Land value	
Index method vacant possession value	
Index method rebuild value	
Index method Tax value	
Index method review rent	
Index method rent cap	
Index method estimated rental value	
Index method revaluation	

Process

At this level, you can select default values per process type.



The list only contains processes for which you are licensed.

Field	Description
Forecast level	Select a forecast level from the drop-down list (reference to the picklist Forecast level).
Basis of value	Select a value from the drop-down list (reference to the picklist Basis of value).
Strategy	Select a strategy from the drop-down list: <ul style="list-style-type: none">• System strategy• Custom strategy The budgeting process does not require a strategy, hence it is empty.
Financial statement	Select a financial statement from the drop-down list (reference to cash flow statement). The budgeting process does not require a strategy, hence it is empty.
Period type	Select a period type from the drop-down list <ul style="list-style-type: none">• Calendar year• Forecast year
Forecast period	Select the length of the forecast period in months.
Reference date	Select a date from the drop-down list: <ul style="list-style-type: none">• Forecast date• Valuation date

Property

At this level you can specify defaults per property type and country.

Field	Description
Valuation method	<p>Select a valuation method:</p> <ul style="list-style-type: none"> Discounted cash flow Hardcore top slice method
Notary costs	Specify the notary costs (as a percentage from the gross capital value).
Agent costs	Specify the agent costs (as a percentage from the gross capital value).
RETT scheme	Select a RETT scheme from the drop-down list.
VAT scheme	Select a VAT scheme from the drop-down list.
Capital value rounding method	Select a rounding method from the drop-down list.
Entry value method	<p>Select an entry value method:</p> <ul style="list-style-type: none"> Book value net Market value net Total investment
Terminal value method	<p>Select a terminal value method:</p> <ul style="list-style-type: none"> Closing balance Exit yield gross ERV Exit yield gross PGI Manual net terminal value Percentage of VPV
Allocation key	Select an allocation key value.

Contract

At this level you can specify contract values per property type and country.

Field	Description
VAT liable	Indicate whether VAT is liable by switching the toggle on/off.
Turnover rate	Specify a rate.
Apply rent free & cash incentive for	Select when to apply rent free and cash incentive: <ul style="list-style-type: none">• Only relet• Only renewal• Both renewal and relet
Relet term	Specify the relet term in months.
Rent-free term	Specify the rent-free term in months.
Vacancy term	Specify the vacancy term in months.
Rent duration	Specify the rent duration: <ul style="list-style-type: none">• Fixed term• Indefinite period
Renewal rent type	Specify the renewal rent type.
Notice period	Specify the notice period in months.

Contract line

At this level you can specify contract line values per property type and country.

Field	Description
Contract line type	Specify a contract line type. Currently, only Passing rent is supported.

Field	Description
Cash flow method	Specify a payment method: <ul style="list-style-type: none"> • In advance • In arrears
Cash flow period	Specify the payment frequency.
Index methodology	Specify the index method.
VAT scheme	Select a VAT scheme.
Review rent type	Specify the review rent type.
Review term	Specify the review term in months.
General ledger	Select a default general ledger line.

VAT expenses

At this level you can specify the VAT expenses for the combination of country, property type and non-recoverable OpEx cash flow line.



For ease of use, use the filter option at the top to filter on the values within the first two columns.

Field	Description
VAT handling	Select a value from the list to indicate how VAT should be handled: <ul style="list-style-type: none"> • Exempt from VAT • Exclude VAT • Include VAT
VAT scheme	Select a VAT scheme - only available if you select to include or exclude VAT.

Authorizations

Under **Application Settings > Authorizations** you set authorizations for users, groups and roles.

Authorization is subdivided into the following sections:

- Process definitions

- Asset authorizations
- Users
- User groups and roles
- Role authorizations

Process definitions

Under **Application Settings > Authorizations** you can maintain process definitions.


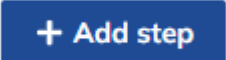


The following process definitions have already been predefined:

- Valuation
- External valuation
- Scenario
- Budgeting
- Acquisition

Adding a definition

Complete the following steps to add and configure a new process definition:

Procedure

1. At the top of the process definitions listed, click .
2. Provide a **Name** and **Type**.
3. Under **Workflow**, configure the process steps that need to be taken and specify who (which role) is responsible for it.
4. Click  to add additional steps and grab the handle in front of a row () to move it to another position.
5. Under **Read-only access**, click  to add roles who have read-only access to the process definition's workflow. Before you can select a role here, you must first complete configuring the workflow above.
6. Click **Save** to apply your changes.

Available actions

Per existing process definition, you can either **Edit**, **Duplicate** or **Delete** it:


1. Select the process that you want to edit, duplicate or delete.
You can only delete a process definition if it is not in use.
2. In the **Action** column, click ... to open the action menu and select the appropriate action.

If the process is used in an open process, you can only view it.

Asset authorizations

Under **Application Settings > Asset authorizations** you can maintain an authorization matrix for your assets.

The left pane displays the assets (sorted by **Code**), the right pane displays the configured roles.

Application settings > Asset authorizations							
		Show only manually assigned roles Filter... 					
Assets	Name	Roles					
		Asset Manager	Process closing role	Process configure role	Process definition read-a...	Property Manager	Read-only
		Set defaults	Set defaults	Set defaults	Set defaults	Set defaults	Set defaults
1001	De sociëteit	Full access	Full access	Full access	Full access	Full access	
1002	Plantage Zuid	Full access	Full access	Full access	Full access	Full access	
1003	Hof van Staete	Full access	Full access	Full access	Full access	Full access	
1004	Residence Dennenbos	Full access	Full access	Full access	Full access	Full access	
1005	Laurentiusplein	Full access	Full access	Full access	Full access	Full access	
1006	Oranjeboom	Full access	Full access	Full access	Full access	Full access	
1007	Palace Hotel	Full access	Full access	Full access	Full access	Full access	
1008	De Hoeve	Full access	Full access	Full access	Full access	Full access	
1009	Park A58	Full access	Full access	Full access	Full access	Full access	
1010	City Tower	Full access	Full access	Full access	Full access	Full access	
1011	Merado	Full access	Full access	Full access	Full access	Full access	
1012	De Herberg	Full access	Full access	Full access	Full access	Full access	
1013	Podenco	Full access	Full access	Full access	Full access	Full access	
1014	Kortzicht	Full access	Full access	Full access	Full access	Full access	
1015	Het Kasteel	Full access	Full access	Full access	Full access	Full access	
1016	Kleefse Waard	Full access	Full access	Full access	Full access	Full access	
1017	De venne	Full access	Full access	Full access	Full access	Full access	
1018	Het Hallehuis	Full access	Full access	Full access	Full access	Full access	
1019	Twin Tower	Full access	Full access	Full access	Full access	Full access	

Configuring asset authorization

By default, all roles have **Full access** rights, which you can change if required.


Assign

- You can click an individual cell for an asset/role and assign a specific user - only this user will then have Full access rights.

- Click a cell to expand the drop-down list and select a user.
- Click **Save** at the top to save your changes.
- You can click **Set defaults** at the top of a column to assign a specific user to all assets.
 - Click **Import from source** to adopt the authorizations assigned in the source. This will disable all other options.
 - Or, for ease of use, you can filter assets by **Sector, Country, Region, City, or Entity**.
 - In **All assets**, select a name.
 - Click **Apply** - all assets that comply with the filter will be assigned to this user.


Note that using **Set defaults** will not overwrite manually assigned authorizations.

View

- Click **Show only manually assigned roles** to filter only on those assets that have been assigned a role manually.
- The filter box at the top allows you to quickly find/filter on a specific asset by entering a few characters of its name.
- At the top, click  to export the view that you have on screen to Excel.

Users

Under **Application Settings > Users** you can display and view a list of users and their assigned roles.

- The various roles assigned to a user are displayed in the Roles column. If required - and if you are authorized to do so, you can amend these roles where necessary.
- The filter box at the top allows you to quickly find/filter on a specific user by entering a few characters of their name.
- At the top, click  to export the view that you have on screen to Excel.
- You can assign Snapshot authorization; per user, in the **Snapshot authorization** column on the right select either:
 - Only assigned snapshots (default value)
 - All snapshots




User groups and roles

Under **Application Settings > User groups and roles** you can maintain user groups and assign group roles.

Adding user groups

Proceed as follows to add a user group:


Procedure

1. Click .
A new row is added to the list.
2. Enter a name for the new group and select the roles that you want to assign to the user group.
3. In the Users column, click **Add user(s)** to assign users to the user group.
A side panel appears on the right.
4. In **Available users**, filter on / select the users you want to add and click  to add them to **Selected users**.
Alternatively, to remove a selected user, click .
5. Click **Apply** to save your changes and close the side panel.
6. Click **Save** to apply your changes.

Deleting a user group

Proceed as follows to delete a user group:

Procedure

1. Select the check box in front of the user group that you want to delete.
2. At the top of the list, click  to delete the user group.
This will immediately delete the user group and all roles and users linked to it. To undo this, click **Revert** at the top.
3. Click **Save** to apply your changes.


Role authorizations

Under **Application Settings > Role authorizations** you can maintain roles and their level of access to the standing portfolio.

Adding a role

Proceed as follows to add a role:

Procedure

1. Click  at the top of the list.
A new row appears in the list.
2. Enter the name of the role in the language columns.
There is a language column corresponding with all languages available in the application.
3. Under **Access to standing portfolio**, select the type of access for the role you are specifying:
 - No access
 - Edit
 - Read-only
4. Click **Save** to apply your changes.

Data management

In **Data management** you can upload and import data in the Planon RE Assets application.

Imported data is categorized as either *facts* or *risks*.

- A fact is something that is true, verifiable (year of construction, number of rentable units, contract data).
 - At application level, you can import process types: **standing portfolio**, **valuation** and **budgeting**. In these instances, facts are not editable.
 - At process level, you can import and edit process types: **acquisition** and **external valuation**.
- A risk involves uncertainty and is influenced by market developments (risk free rate, estimated rental value (ERV)).
 - Imported and editable on process level

Data import


- Before importing data, you must first upload it (at process level).
- At application level, importing data is reserved for the data manager.
At process level, importing data is available for each user with edit rights.

Data definition

A data definition is a means to specify the data to be imported and defines the format, applicable validations, et cetera.

The data definition supports data validation by specifying the expected data types, helping to ensure accurate and consistent data input.

- On **Data definition** level you can add a custom field to the data

definition. When clicking  a panel slides in from the right. Here, you can specify the field attributes.





Custom fields can only be added for a:

- Property
- Rentable unit
- Contracts

- Contract party

- Use the **Filter...** field to narrow down the field selection in order to find a specific field.

-  Click  to export the data definition in Excel format.

In addition to the data, the exported file will list the name of the user who exported the file and the date-time of export.

- Click an element in the list to view its details (in a slide panel).

Import data

At **Import data** level you can upload facts and risks.

The data that you want to import, must comply with the data definition. When uploading a file, it will first be validated to ensure compliance.

Importing data happens in two steps. First, you **upload** your file and once validated, you can proceed to **import** it.

You can upload facts and risks. Facts must be uploaded in full, as they represent entities (e.g., assets, properties, units, contracts) with relationships requiring cross-validation. Risks, however, are independent and don't need cross-validation, allowing them to be uploaded and imported in parts simultaneously.

Procedure

1. To upload a data file, select your file (CSV or XLSX format) and drag it into the upload area.

Alternatively, you can click **Upload files** and browse to your data file.

The file will be validated. Error(s) will be listed in the panel below, which will enable you to fix the reported issues and re-upload the file.

Clicking **Download template** enables you to download a template containing:

- All entities
- Manually selected entities

2. Click **Next** or click the **Import** tab to proceed with importing the data file.

There may be a whole list of pending data imports. To review the corresponding data, you can click Download data at the bottom.

3. Click **Import** to import the data.

You can either click

- **Validate only** - to only validate the data.

- The **Count delta** column lists the number of data changes compared to the current set.
- If the validation is successful, the status changes to **Passed**.
- **Validate and import now** - to validate and import the data.
 - If the validation and the import is successful, a message appears in the screen with a link to the **Import history**.
 - A notification appears at the top saying that the process data was updated.

Deleting an uploaded data source file

If you've made a mistake in a file that is uploaded for import, you can delete it and replace it with a new file.

Procedure

1. Go to **Import source data > Upload**.
2. Select the uploaded data source file that you would like to delete.
3. In the panel bar, click **Delete**.

The file will be deleted; you can proceed to upload a new file.

Import history

In **Import history** you can find a record of all imports into the application over the last 5 days.

- The imports are sorted by date and time.
- Click **Download** to download the data in Excel format.

Processes

In Planon RE Assets , (external) valuation, budgeting, scenario planning, and acquisitions are all integral processes supported for effective portfolio management.

- **Valuation / external valuation**

Conduct valuations of all real estate asset types, adhering to international best practices. Planon RE Assets supports multiple valuation methods, including DCF, Hardcore Top-Slice, and Direct Capitalization, with an IVS-compliant valuation report available.

- **External valuation**

This process is intended for use by external valuers who are making separate valuations of property assets and portfolios for several different clients. To facilitate this without direct connections to clients' databases, the **External valuation** process allows users to create a new valuation process without going through the asset selection steps. Users can then manually input asset data or import it using predefined templates for each process. Apart from this, the functionality operates in the same way as standard valuation processes.

- **Scenario**

Forecast financial statements by modeling the effects of strategic changes to one or multiple assets. Consider (sustainability) investments and assess their impact on income and expenditures.

- **Budgeting**

Create a budget using a combination of historical data and new assumptions. Integrate with accounting and property management systems to continuously monitor performance, making adjustments as needed to ensure the budget aligns with current conditions.

- **Acquisition**

Create new assets based on defaults and provide more detail when needed. Quickly assess the potential of each acquisition, both as an individual asset and within the broader portfolio, using key performance indicators.

The [Homepage](#) provides an overview of all ongoing processes in your portfolio, making it easy to monitor their status. By clicking on a process, you can view detailed information about the assets involved, key performance indicators (KPIs), and the progress being made. Additionally, you can create and manage new processes, ensuring your portfolio remains well-organized and up-to-date. For more information on how to create and configure a new process, see [Adding and configuring a new process](#).

Adding and configuring a new process

Procedure

1. Click the **Start new process** button on the Homepage and select the type of process you want to create. The **Create process** wizard is now started and guides you through the configuration process step-by-step. The steps in this wizard vary slightly depending on the type of process you are creating.

Create process

1 Define process

2 Allocate assets

3 Valuation type

Process

General

Type

Valuation

Process definition

Valuation

Process code

Process name

Forecast level

☒ Cash flow

☐ General ledger

Reporting language

English

In case of updates in REM, this process should:

☒ Update facts

☒ Update settings

Client information

Client name

Client name ...

Dates and period

Period type

☐ Calendar year

☒ Forecast year

Reference date

☒ Valuation date

☐ Start date forecast

Valuation date

2024-08-07

Start date forecast

2024-08-08

Forecast period

120 months

Deadlines

Step	Activity	Task	Executed by	Deadline
1	Update by valuer	Valuation step 1	Valuer	year-month-day
2	Approve	Valuation step 2	Property Manager	year-month-day
3	Approve	Valuation step 3	Asset Manager	year-month-day

2. The first step in the wizard is **Define process**.

Complete the fields. For an overview of the fields / settings per process type, see:

- [Valuation settings](#)
- [Scenario settings](#)
- [Budgeting settings](#)
- [Acquisition settings](#)

3. Click the **Next** button to go the **Allocate assets** step.

Define process Allocate assets Valuation type

Available assets 40

Code	Name	Country	Sector	Entity	Source
1011	Merado	Netherlands	Office		Source data
1012	De Herberg	Netherlands	Healthcare		Source data
1013	Podenco	Netherlands	Residential		Source data
1014	Kortzicht	Netherlands	Residential		Source data
1015	Het Kasteel	Netherlands	Residential		Source data
1016	Kleefse Waard	Netherlands	Other		Source data
1017	De venne	Netherlands	Other		Source data
1018	Het Hallehuis	Netherlands	Other		Source data
1019	Twin Tower	Netherlands	Office		Source data
1020	Mall XL	Netherlands	Office		Source data
1021	Heidezorg	Netherlands	Healthcare		Source data
1022	Residentie Vle...	Netherlands	Residential		Source data
1023	Zwaluwe	Netherlands	Residential		Source data
1024	T-Hek	Netherlands	Residential		Source data

→ Allocate

← Remove

Allocated assets 10

Code	Name	Country	Sector	Entity	Source
1001	De sociëteit	Netherlands	Office		Source data
1002	Plantage Zuid	Netherlands	Office		Source data
1003	Hof van Staete	Netherlands	Healthcare		Source data
1004	Residence Den...	Netherlands	Residential		Source data
1005	Laurentiusplein	Netherlands	Residential		Source data
1006	Oranjeboom	Netherlands	Residential		Source data
1007	Palace Hotel	Netherlands	Hotel		Source data
1008	De Hoeve	Netherlands	Hotel		Source data
1009	Park A58	Netherlands	Other		Source data
1010	City Tower	Netherlands	Office		Source data

4. Select the assets you want to include in the new process.

Steps 5 and 6 are applicable only to valuation processes.

5. Click the **Next** button to go the **Valuation type** step.

Create process

Define process Allocate assets Valuation type

Download Excel template

Upload Excel file

Asset code	Asset name	Valuation type
1001	De sociëteit	Full Valuation
1002	Plantage Zuid	Full Valuation
1003	Hof van Staete	Full Valuation
1004	Residence Dennenbos	Full Valuation
1005	Laurentiusplein	Full Valuation
1006	Oranjeboom	Full Valuation
1007	Palace Hotel	Full Valuation
1008	De Hoeve	Revaluation
1009	Park A58	
1010	City Tower	

6. Specify the valuation type per asset (**Full valuation** or **Revaluation**).

7. Click the **Create process** button to complete the configuration.


You have now created and configured a new process. For general process settings that apply to the entire application, go to [Process settings](#).





Once you have created and configured a process, you can modify it at any time. To do this, go to the Homepage and click on the **Action** column in the process overview. A shortcut menu will appear, allowing you to edit the configuration, delete, or recalculate the process.


Home

Process name	Action	Code	Type	Status	Reference date
Standing process		STAN	Standing portfolio		2024-01-01
Budget 2024		INIT2024	Budgeting	<input type="radio"/> Open	2024-01-01
Scenario 1	...	SCEN001	Scenario	<input type="radio"/> Open	2024-01-01
Valuation 2024			uation	<input type="radio"/> Open	2024-01-01
Valuation 2023			uation	<input type="radio"/> Open	2023-01-01

 Change process configuration

 Duplicate

 Delete

 Recalculate

Valuation settings

Field	Description
Process definition	Select the definition that matches the process type.
Process code	Enter a code for the process.
Process name	Enter a name for the process.
Forecast level	Select the forecast level: Cashflow or General ledger .
Reporting language	Select the language for reporting: English (US) , German or Dutch .
In case of updates in REM, this process should:	Select what should happen to the process in case of updates: <ul style="list-style-type: none"> Update facts Update settings
Client name + address	Enter the client's name and address in these text fields.
Basis of value	Select the basis for the value: Market value , Market value RJ645 or Investment value .
Strategies to be calculated	Specify the strategy to be calculated: Custom strategy or System strategy .
Purpose of valuation	Enter the purpose of the valuation in this text field.

Field	Description
Valuation standard	Enter the valuation standard in this text field.
Period type	Specify the period type for the valuation: Calendar year or Forecast year .
Reference date	Specify the reference date for the valuation: Valuation date or Start date forecast .
Valuation date	If you have specified the Valuation date as the reference date, you can enter the valuation date in this field.
Start date forecast	If you have specified the Start date forecast as the reference date, you can enter the start date in this field.
Forecast period	Enter the forecast period in months.
Deadlines	Define a deadline for each step. The steps have already been predefined and are set up in the Application settings , typically by the application manager or another user with similar permissions.

Scenario settings

Field	Description
Process definition	Select the definition that matches the process type.
Process code	Enter a code for the process.
Process name	Enter a name for the process.
Forecast level	Select the forecast level: Cashflow or General ledger .
Reporting language	Select the language for reporting: English (US) , German or Dutch .
In case of updates in REM, this process should:	Select what should happen to the process in case of updates: <ul style="list-style-type: none"> • Update facts • Update settings
Basis of value	Select the basis for the value: Market value , Market value RJ645 or Investment value .

Field	Description
Strategies to be calculated	Specify the strategy to be calculated: Custom strategy or System strategy .
Period type	Specify the period type for the valuation: Calendar year or Forecast year .
Reference date	Specify the reference date for the scenario: Valuation date or Start date forecast .
Valuation date	If you have specified the Valuation date as the reference date, you can enter the valuation date in this field.
Start date forecast	If you have specified the Start date forecast as the reference date, you can enter the start date in this field.
Forecast period	Enter the forecast period in months.
Deadlines	Define a deadline per step.

Budgeting settings

Field	Description
Process definition	Select the definition that matches the process type.
Process code	Enter a code for the process.
Process name	Enter a name for the process.
Reporting language	Select the language for reporting: English (US) , German or Dutch .
Basis of value	Select the basis for the value: Market value , Market value RJ645 or Investment value .
Period type	Specify the period type for the valuation: Calendar year or Forecast year .
Budget type	Specify the budget type: Initial budget or Update budget . If you select Update budget , you must select a value in the Initial budget field.
Start date budget	Enter the budget's start date.
Budget period	Enter the budget period in months.

Field	Description
Reference date	Specify the reference date for the budget: Valuation date or Start date forecast .
Valuation date	If you have specified the Valuation date as the reference date, you can enter the valuation date in this field.
Start date forecast	If you have specified the Start date forecast as the reference date, you can enter the start date in this field.
Deadlines	Define a deadline per step.

Acquisition settings

Field	Description
Process definition	Select the definition that matches the process type.
Process code	Enter a code for the process.
Process name	Enter a name for the process.
Forecast level	Select the forecast level: Cashflow or General ledger .
Reporting language	Select the language for reporting: English (US) , German or Dutch .
In case of updates in REM, this process should:	Select what should happen to the process in case of updates: <ul style="list-style-type: none"> • Update settings
Basis of value	Select the basis for the value: Market value , Market value RJ645 or Investment value .
Strategies to be calculated	Specify the strategy to be calculated: Custom strategy or System strategy .
Period type	Specify the period type for the valuation: Calendar year or Forecast year .
Reference date	Specify the reference date for the valuation: Valuation date or Start date forecast .
Valuation date	If you have specified the Valuation date as the reference date, you can enter the valuation date in this field.

Field	Description
Start date forecast	If you have specified the Start date forecast as the reference date, you can enter the start date in this field.
Deadlines	Define a deadline per step.

Process settings

In the **Process overview** screen, you can access the **Process settings** to configure and manage various aspects of your process. Please note that for the Budget process, these settings are not available. The budget for each asset inherits its settings from the source asset. For more information on authorization settings, see [Asset authorizations](#).

Field	Description
Market risk premium	<p>Specify the Market risk premium per sector, expressed as a percentage. The market risk premium is used in the calculation of the discount rate. Please note the following:</p> <ul style="list-style-type: none"> • If the process settings are synced with the company settings, you cannot edit anything in this screen. • Only the year of the valuation date is shown.
Risk free rates	<p>Specify the risk-free rate per country, expressed as a percentage. This rate is derived from the yield of long-term (10-year) government bonds with a triple-A rating from a country. It is essential for calculating the discount rate percentage, which is then used as an input for the net present value (NPV) calculation.</p>
Index series	<p>You can specify the following index rates for the past year, the current year and the next 10 years:</p> <ul style="list-style-type: none"> • Market rent index rate • Exploitation cost index rate • Construction cost index rate • Sale amount index rate • Market value index rate • Liberalized contract index rate • Regulated contract index rate
Defaults	<p>You can set the following defaults for each country and property type combination:</p>

Field	Description
	<p>Property defaults</p> <ul style="list-style-type: none"> Valuation method Notary costs Agent costs RETT scheme VAT scheme Capital value rounding method Entry value method Terminal value method Allocation key
	<p>Contract defaults</p> <ul style="list-style-type: none"> VAT liable Turnover rate Relet term Rent-free term Vacancy term Rent duration Renewal rent type Notice period
	<p>Contract line defaults</p> <ul style="list-style-type: none"> Contract line type Cash flow method Cash flow period Index methodology VAT scheme Review rent type Review term General ledger
Clusters	<p>A cluster is a group of assets with the same characteristics. Each cluster can have different settings. You can select one or multiple characteristics to define clusters: Sector, Country, Region, City.</p> <p>The following cluster settings are available:</p> <ul style="list-style-type: none"> Name

Field	Description
	<ul style="list-style-type: none"> Financial statement Currency Index method renewal rent Index method Land value Index method vacant possession value Index method rebuild value Index method tax value Index method review rent Index method rent cap Index method estimated rental value Index method revaluation

Managing a process workflow

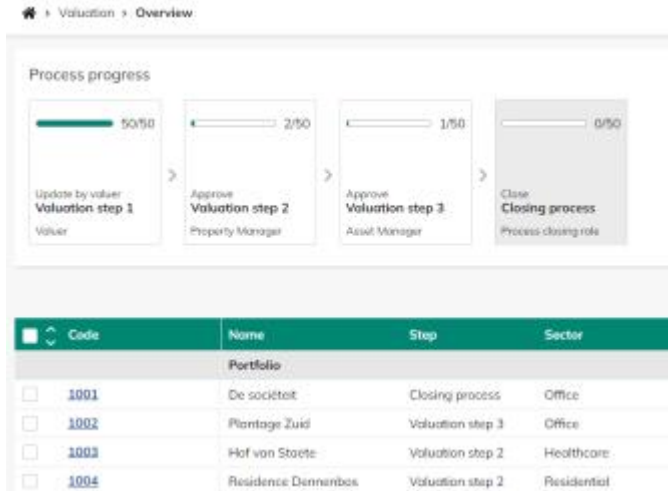
A **process** consists of a workflow, which is a series of steps that each asset in your portfolio will go through.

Procedure

1. On the home page, select the process whose workflow you want to view or edit.

The process overview page is displayed, with the progress of the process shown at the top. Selecting a step in the workflow will update the overview to display the assets currently at that stage.

In each step of the process, you can see *which* user (role) needs to do *what*. In the example shown in the image below, Valuation Step 2 must be approved by the property manager, Valuation Step 3 by the asset manager, and so on.



2. To work on a specific asset, first identify its current stage in the process, then select the corresponding step in the workflow. This will display all assets that are at that stage.
3. Select the asset(s) you want to move through the workflow.

Once you select an asset, the available actions will be displayed.

4. Select the appropriate action:
 1. **Forward**: move the selected asset(s) to the next stage in the workflow.
 2. **Revoke**: move the selected asset(s) back to the previous stage in the process.
 3. **Decline**: move the selected asset(s) to the last executed update step, or to the last approved step if there is no previous update step.
 4. **Request new data**: the asset is marked for new data but still allows other user actions.
 5. **Update data**: data of asset is updated.
 6. **Confirm**: applicable only to **Valuation** or **External valuation** process types.
 7. **Close**: This action is only available if you are authorized to handle the final step in the process. You can close the process for one or more assets by completing the final step, which is irreversible. If you disagree with the KPIs of an asset, you can return one or more assets to the previous update/approve step. After you complete the process, you can transfer data between processes, which varies depending on the process type. Once all assets are closed, the process will be marked as closed on the homepage.
5. Repeat this for all assets in the process. Once all assets have moved through every step in the workflow, the process is complete.

 Use the toggle switch **Show actionable assets** to filter for assets that require your attention—those that are at a stage where a specific action needs to be performed.

Snapshots

You can create a snapshot to use in the Reporting and Analysis (R&A) environment for tracking changes in your process over time. Snapshots of the standing portfolio can be scheduled at regular intervals, such as nightly, weekly, or monthly. Only application administrators can schedule or delete snapshots. All other users cannot access this functionality nor view the list of created snapshots.

Snapshots are used in the R&A layer. The following data is saved for a snapshot:

- Process code
- Process name
- Reference date (reference date of the process)
- Publication date (date and time on which the snapshot was created)
- Published by (name of user that created the snapshot)
- Process status (open or closed): for the standing portfolio, the process status is typically open. When all assets are marked as 'done' based on the process definition, the process status is updated to 'done,' and a snapshot is created.

Snapshot for standing portfolio

Snapshots can be viewed at the process level under the **Analyses** tab in the screen **Snapshots**. This feature is only available for the standing portfolio.

- The snapshot is generated based on the available data. You will receive a notification when the snapshot is being generated and a confirmation once it has been successfully created.
- You can view the next scheduled date and time.
- Scheduled snapshots can be deleted.
- There is an overview of all snapshots. The following data fields are visible:
 - **Reference date** (reference date of the process instance)
 - **Publication date** (date + time on which the snapshot was created)
 - **Published by** (name of user that created the snapshot)

Live snapshot

Snapshot data of the live database. The live snapshot is available for a process only when the process is open. When the process is closed, the live snapshot is replaced with the snapshot of the closed process. For a budget snapshot, it is important to ensure that the financial statement, covering the period from the start date of the budget to the end date of the forecast, is saved.

Authorization snapshots

In the **User Groups & Roles** screen, the application administrator can configure each user's access settings to either view all snapshots or limit access based on the authorization data within historical snapshots.

Assets

This chapter provides more information on:

- [Asset overview](#)
- [Asset details](#)
- [Property details](#)
- [KPIs](#)
- [Assumption periods](#)

Asset overview

The [Homepage](#) displays all ongoing processes in your portfolio. When you select a process, you are taken to the **Asset overview** page, where you can see all the assets involved in that process:

The screenshot shows the 'Asset overview' page. At the top, there's a breadcrumb trail: 'Valuation 2023 > Overview'. Below this is a 'Process progress' section with four steps, each with a progress bar and a status indicator. The first three steps are 'Valuation step 1', 'Valuation step 2', and 'Valuation step 3', all marked as 'Overdue'. The fourth step is 'Close Closing process', which is not overdue. Below the progress section is a table of assets. A green arrow points to the first column of the table, which contains asset codes. The table has columns for Code, Asset stat..., Step, Name, Sector, Address, Postal code, and City. The table lists 10 assets, each with a checkbox in the first column.

Code	Asset stat...	Step	Name	Sector	Address	Postal code	City
1001		Valuation step 1	De societeit	Office	Grote Markt 27 B	9712HS	Groningen
1002		Valuation step 1	Plantage Zuid	Office	Kanaalstraat 91	3531CC	Utrecht
1003		Valuation step 1	Hof van Staete	Healthcare	Bethlehemweg 2 C	6222BM	Maastricht
1004		Valuation step 1	Residence Dennenbos	Residential	Loevesteinlaan 355 D	2533AM	Den Haag
1005		Valuation step 1	Laurentiusplein	Residential	Leeuwarderweg 72	1025RX	Amsterdam
1006		Valuation step 1	Oranjeboom	Residential	Molenveldlaan 146	6523RN	Nijmegen
1007		Valuation step 1	Palace Hotel	Hotel	Lijsterbesstraat 76 A	1783 HT	Den Helder
1008		Valuation step 1	De Hoeve	Hotel	Sabastraat 15	8931 CZ	Leeuwarden
1009		Valuation step 1	Park A58	Other	Daniëlsland 141	4337 BV	Middelburg
1010		Valuation step 1	City Tower	Office	Joliotplaats 41	3069 TM	Rotterdam

To access an asset's details page, click on the asset code in the first column. On the details page, you'll find:

- [Asset details](#) and [property details](#)
- [KPIs](#)
- [Assumption periods](#)

Click on the relevant link for more information about that topic.

Asset details

Asset details

General

Code1010
SectorOffice
CurrencyEuro (€)


Entity structure
No entity

Roles

Application administrator
Asset Manager
Process closing role
Process configure role
Process definition read-only role
Property Manager
Read-only
Valuer

Full access
Full access
Full access
Full access
Full access
Full access
Full access

Location



AddressJohannesvliet 41
Postal code3060 TM
CityRotterdam
Neighbourhood
District
Municipality
SubdivisionZuid-Holland
Secondary subdivision
RegionMidden
CountryNetherlands

Memo

Edit

Field	Description
Code	Displays the unique code that identifies the financial asset.
Sector	Displays the asset's sector, for example 'Retail', 'Residential'.
Currency	Displays the currency used.
Entity structure	Displays the entity structure, if applicable.
Roles	Displays all roles involved in the process, along with the users assigned to each role for the assets associated with the process. User roles are configured in the Application settings .
Location	Displays the following information: Address, Postal code, Neighborhood, District, City, Municipality, Subdivision, Secondary subdivision, Region, Country.
Memo	Here you view and edit a memo.
Photos	Here you can upload one or more photos.

Property details

Property details

55

Property details

General

Code	1010
Type	Office
Detailed type	
Number of RUs	35
Number of parking spaces	0
Construction year	2008
Renovation year	-
NFA	2,220 m²
GFA	3,078 m²
ITZA	0 m²

Strategy

Strategy	Custom
Qualification	Good
Strategic score	

Acquisition and disposition

Acquisition date	
Key handover date	
Disposition date	

Sustainability

Energy label	C
EP-2	

Other details

Field	Description
Code	Displays the unique code that identifies the property.
Type	Displays the property's type, for example 'Office'.
Detailed type	Displays the property's detailed type, for example 'Parking space'.
Number of RUs	Displays the number of rentable units.
Number of parking spaces	Displays the total number of rentable units classified as parking spaces.
Construction year	Displays the average construction year on rentable units level.
Renovation year	Displays the average renovation year on rentable units level.
NFA	Displays the total Net Floor Area of all rentable units.
GFA	Displays the total Gross Floor Area of all rentable units.
ITZA	Displays the total ITZA (Income, Tenant, and Zoning Analysis) of all rentable units.
Strategy	Displays the property's strategy.
Qualification	Displays the property's qualification.

Field	Description
Strategic score	Displays the property's strategic score.
Acquisition date	Displays the date the property was acquired.
Key handover date	Displays the date the property keys are officially transferred, marking the start of possession.
Disposition date	Displays the date the property was disposed of.
Energy label	Displays the property's energy label.
EP-2	Displays the property's EP-2, which represents the primary fossil energy consumption.
Other details	Displays custom fields for specific property details.

KPIs


KPIs (Key Performance Indicators) are metrics used to assess and monitor the performance and value of the assets within your portfolio, providing insights into their financial health, profitability, and operational efficiency. Examples include the discount rate, gross reversionary yield (GRY), net reversionary yield (NRY), gross initial yield (GIY), internal rate of return (IRR), vacant possession value (VPV), estimated rental value per annum, and annualized tenant turnover rate.

On the asset details page, click the  button in the top right corner of the screen to open the **KPIs** slide-in panel:

KPIs



KPI	Current case
Strategy	Hold
Reference date	2024-01-01
Discount rate	2.15%
Gross reversionary yield (GRY)	-9,999.00%
Net reversionary yield (NRY)	-9,999.00%
Gross initial yield (GIY)	-9,999.00%
Net initial yield (NIY)	-9,999.00%
Gross potential yield (GPY)	-9,999.00%
Net potential yield (NPY)	-9,999.00%
Exit yield (EY)	-9,999.00%
Internal rate of return (IRR)	0.00%
Total return (TR)	-9,999.00%
Capital growth (CG)	-9,999.00%
Income return (IR)	-9,999.00%
Net capital value	200,170.57
Vacant possession value (VPV)	0.00
Net terminal value	0.00
Potential gross income (PGI) per ...	335,601.58
Passing rent per annum	335,601.58
Estimated rental value per annum	0.00

Click the  button to open the **KPI settings** panel, where you can specify which KPIs are displayed within the asset's **KPIs** slide-in panel.

KPI settings



Comparison **KPIs**

Select KPIs to show

<input checked="" type="checkbox"/>	KPI
<input checked="" type="checkbox"/>	Reference date
<input checked="" type="checkbox"/>	Strategy
<input checked="" type="checkbox"/>	Discount rate
<input checked="" type="checkbox"/>	Gross reversionary yield (GRY)
<input checked="" type="checkbox"/>	Net reversionary yield (NRY)
<input checked="" type="checkbox"/>	Gross initial yield (GIY)
<input checked="" type="checkbox"/>	Net initial yield (NIY)
<input checked="" type="checkbox"/>	Gross potential yield (GPY)
<input checked="" type="checkbox"/>	Net potential yield (NPY)
<input checked="" type="checkbox"/>	Exit yield (EY)
<input checked="" type="checkbox"/>	Internal rate of return (IRR)
<input checked="" type="checkbox"/>	Total return (TR)
<input checked="" type="checkbox"/>	Capital growth (CG)
<input checked="" type="checkbox"/>	Income return (IR)
<input checked="" type="checkbox"/>	Net capital value
<input checked="" type="checkbox"/>	Vacant possession value (VPV)
<input checked="" type="checkbox"/>	Net terminal value
<input checked="" type="checkbox"/>	Potential gross income (PGI) per an...

Close

The **Comparison** tab in the **KPI settings** screen lets you compare the current process with up to three other processes or snapshots. Selections can be customized, and a **differences column** can be enabled to show delta values.

KPI settings



Comparison KPIs

Select up to three processes and/or snapshots to compare with the current process

Option 1

Process

Budget 2025

Option 2

Process

Standing process

Option 3

None

Select...

☒ Show differences column with delta values

Close

Apply

Assumption periods

An assumption period is a defined timeframe to set time-dependent assumptions for forecasting. If during a forecast period you need to update these assumptions, you can create a new assumption period. From the start date of this new assumption period, your revised assumptions will take effect. When you create a new assumption period (see [Adding assumption periods](#)), the assumptions you made previously are assigned to the period before the start date of the new assumption period.

Which data fields are time-dependent?

For rentable units the following fields are time-dependent:

- Net Floor Area
- Gross Floor Area
- ITZA
- Number of rentable units
- Primary energy performance
- Energy label
- Estimated rental value
- Rent cap
- Review rent
- WWS points
- Tax value
- Rebuild value
- Vacant possession value

For the income and expenditure screens, the data fields related to the following events are time-dependent:

- Perpetuity
- While rented
- During vacancy
- On expiry
- On relet
- On review / renewal
- On privatization

What are the different origins of a time-dependent data field?

When editing a time-dependent data field, you might come across some icons that indicate the origin of the data. This is what they stand for:

- A blue value indicates that the value is inherited (and possibly indexed) from a previous assumption period:

- A blue clock value indicates that the value is inherited (and possibly indexed) from a previous assumption period and that there is a manual input in a future assumption period:

- A black clock value indicates that there is a manual input in a future assumption period:

Adding assumption periods

Procedure

1. Go to the asset details page.
2. Click the **Add period** button.

🏠 > Budget 2024 > 1050 - Dromaaïj > Overview ▾

Assumption periods

+ Add period

Period name	Reference date	Start date	End date
Standing process	2024-01-01	2024-01-01	(No end date)
Budget 2024	2024-01-01	2024-01-01	(No end date)

Clicking this button opens the **Add assumption period** dialog box:

Add assumption period



Assumption period

Period name

Start date

2024-10-23

Reference date of period is equal to

- ☒ Start date assumption period
- ☐ Process reference date (2023-01-01)

3. Complete the fields in this dialog box and click **Apply changes** to save your settings. For a description of these fields, see the table below.

Field	Description
Period name	Enter a name for the assumption period.
Start date	Enter the assumption period's start date.
Reference date of period is equal to	Specify if the reference date is equal to the start date of the assumption period or the process reference date.

Input

This chapter provides more information on viewing and editing data for:

- [Property](#)
- [Rentable units](#)
- [Contracts](#)
- [Income & expenditure](#)
- [Turnover & privatization](#)
- [Indexes](#)
- [Hardcore top slice method](#)



For more information on how to import assets, properties, rentable units and contracts, see [Import data](#).

Property

You can view and edit all relevant property data in a single screen.

1. Go to the [Asset details page](#) of the asset/property you wish to view or edit.
2. In the navigation panel, select **Input > Property**. The following input screen appears:

Context: ⓘ
Strategy: Turnover ▼
Period: Valuation 2025 ▼ (from 2025-01-01)

Property strategy

Method Turnover ▼

Forecast assumptions

Valuation method ↓ Discounted cash flow (DCF)... ▼

Discount rate 2.15% ⓘ

Acquisition costs capital value 0.00% ⓘ

Acquisition costs terminal value 0.00% ⓘ

Capital value rounding method ↓ No rounding ▼

Terminal value method ↓ Manual net terminal value ▼

Terminal value 0.00 ⓘ

Field	Description
Strategy	Select the required strategy from the drop-down list (Highest Outcome, Privatization, Turnover).
Valuation method	Select the required valuation method from the drop-down list (Discounted cash flow method, Direct capitalization method, Hardcore top-slice method). Please note that the valuation method is editable only when the process type is Valuation or External Valuation . For all other process types, the valuation method defaults to Discounted cash flow and cannot be modified.
Discount rate	<p>The discount rate is the total of the data fields displayed in the sliding panel. You can open the sliding panel by clicking on the percentage. The following fields are available for editing:</p> <ul style="list-style-type: none"> Risk free rates: This is the default value for each country. The risk-free rate displayed is based on the country of the main asset and the valuation date. You can manually change this value; however, if you delete it, the default value will reappear. Please note

Field	Description
Acquisition costs capital value	<p data-bbox="829 247 1182 304">that the default value cannot be deleted.</p> <ul style="list-style-type: none"> <li data-bbox="781 331 1187 695">• Market risk premium: This is the default value for each sector. The displayed Market risk premium is based on the sector of the main asset and the valuation date. You can manually change this value; however, if you delete it, the default value will reappear. Please note that the default value cannot be deleted. <li data-bbox="781 716 1187 810">• Property risk premium: You can manually change this field; there is no default. <p data-bbox="829 831 1240 961">If you have changed any of the above values in the sliding panel, click the Apply button for the changes to take effect.</p> <p data-bbox="753 989 1325 1142">The Acquisition costs capital value is the total of the data fields displayed in the sliding panel. You can open the sliding panel by clicking on the percentage. The following fields are available for editing:</p> <ul style="list-style-type: none"> <li data-bbox="781 1163 1192 1526">• RETT: The default value is a calculated field based on the selected scheme in the RETT setting and the Gross Capital Value. You can manually provide a RETT; however, if it is deleted, the default value will be displayed again. Please note that the default value cannot be deleted. <li data-bbox="781 1547 1192 1873">• VAT: The default value is a calculated field based on the selected scheme in the VAT setting and the Net Capital Value. You can manually provide a VAT; however, if it is deleted, the default value will be displayed again. Please note that the default value cannot be deleted.

Field	Description
Acquisition costs terminal value	<ul style="list-style-type: none"> • Notary costs: The default value is set at the company level. You can manually enter notary costs; however, if this value is deleted, the default value will be displayed again. Please note that the default value cannot be deleted. • Agent costs: The default value is set at the company level. You can manually enter agent costs; however, if this value is deleted, the default value will be displayed again. Please note that the default value cannot be deleted. <p>The Acquisition costs terminal value is the total of the data fields displayed in the sliding panel. You can open the sliding panel by clicking on the percentage. The following fields are available for editing:</p> <ul style="list-style-type: none"> • RETT: The default value is a calculated field based on the selected scheme in the RETT setting and the Net Terminal Value. You can manually provide a RETT; however, if it is deleted, the default value will be displayed again. Please note that the default value cannot be deleted. • VAT: The default value is a calculated field based on the selected scheme in the VAT setting and the Net Terminal Value. You can manually provide a VAT; however, if it is deleted, the default value will be displayed again. Please note that the default value cannot be deleted. • Notary costs: The default value is set at the company

Field	Description
	<p>level. You can manually enter notary costs; however, if this value is deleted, the default value will be displayed again. Please note that the default value cannot be deleted.</p> <ul style="list-style-type: none"> • Agent costs: The default value is set at the company level. You can manually enter agent costs; however, if this value is deleted, the default value will be displayed again. Please note that the default value cannot be deleted.
Capital value rounding method	<p>Select a rounding method from the drop-down list. The capital value rounding method determines how the net capital value of a property is rounded. A default value can be configured for each country and property type in the default settings. The default rounding method is set at the company level. You can manually select a different rounding method if needed. If the manually selected method is deleted, the default value will be restored. Note that the default value cannot be deleted.</p>
Entry value	<p>The entry value method is used to calculate the Internal Rate of Return (IRR) of a property. A default value can be configured for each country and property type in the default settings.</p> <p>You can select a method to calculate the entry value. The available options are:</p> <ul style="list-style-type: none"> • Market value net • Capital value net • Total investment • Book value net <p>The entry value, calculated based on the selected method, will be displayed in the next column.</p> <p>If the process type is set to Valuation, the entry value will always be based on the Capital value net, and the field will not be visible.</p>
Terminal value	<p>Select a terminal value method from the drop-down list, then enter a value in the adjacent field.</p>

Field	Description
	You can choose from the following terminal value methods:
	<ul style="list-style-type: none"> • Exit yield gross ERV • Exit yield gross PGI • Manual net terminal value • Percentage of VPV

Rentable units

You can view all relevant data of rentable units within a property, grouped by rentable unit type and by property, in a single screen.

1. Go to the [Asset details page](#) of the asset/property you wish to view or edit.
2. In the navigation panel, select **Input > Rentable units**. The following screen appears:

Valuation 2023 > 1010 - City Tower > Rentable units

Context Strategy Turnover Period Valuation 2023 (from 2023-01-01)

Tree view List view Filter...

Type	Code	Name	Street na...	House nu...	House nu...	Postal code	Detailed t...	GFA	NFA	ITZA	No. of ...	Prim
	1010							3,077.55	2,220.30	0.00	35	
Garage								771.30	375.30	0.00	30	
Office								2,306.25	1,845.00	0.00	5	
Office	2118	2118-Joliotpla...	Joliotplaots	45		3069 TM	Office Spaces	405.00	324.00	0.00	1	
Office	2117	2117-Joliotpla...	Joliotplaots	44		3069 TM	Office Spaces	458.75	367.00	0.00	1	
Office	2116	2116-Joliotpla...	Joliotplaots	43		3069 TM	Office Spaces	477.50	382.00	0.00	1	
Office	2115	2115-Joliotpla...	Joliotplaots	42		3069 TM	Office Spaces	503.75	403.00	0.00	1	
Office	2114	2114-Joliotpla...	Joliotplaots	41		3069 TM	Office Spaces	461.25	369.00	0.00	1	

 You can choose between **Tree view** and **List view**.

Field	Description
Type	Displays the rentable unit type.
Code	Displays the rentable unit's code.
Name	Displays the rentable unit's name.
Address	Displays the rentable unit's address: street name, house number, house number suffix, postal code.
Detailed type	Displays the rentable unit's detailed type (High rise apartments/flats, Low rise apartments/flats, Other Housing With Shared Facilities, Other Residential, Free Standing Office, Office Terrace, Office Park,

Field	Description
	High Rise Office, Low Rise Office, Medical Offices, Other Offices).
GFA	Displays the rentable unit's GFA, Gross Floor Area: the total area of a rentable unit, including areas that cannot be occupied or used as exclusive use areas. It must align with prevailing local measurement standards.. The total is shown at rentable unit type and property level.
NFA	<p>Displays the rentable unit's NFA, Net Floor Area: the total usable area within a rentable unit, measured to the internal face of the perimeter walls. This excludes areas that cannot be used, such as structural elements and certain non-usable spaces. It must align with prevailing local measurement standards and match the values stated in lease contracts.</p> <p>The total is shown at rentable unit type and property level.</p>
ITZA	Displays the rentable unit's ITZA: the total area measured and valued using the ITZA (In Terms of Zone A) method. This method standardizes and compares retail rental values by evaluating the retail space based on its most valuable area, known as Zone A. The total is shown at rentable unit type and property level.
No. of units	Displays the number of rentable units. The total is shown at rentable unit type and property level.
Primary energy performance	Displays the rentable unit's primary energy performance: the maximum primary fossil energy usage in kWh per square meter per year. This indicator includes all energy-related aspects of the rentable unit, such as heating, cooling, water heating systems, and mechanical or natural air ventilation.
Energy label	Displays the rentable unit's energy label, based on the EU Energy Performance Certificate (EPC).
Estimated rental value (ERV)	<p>This is a grouped column consisting of the ERV quantity, ERV method, and ERV outcome. You can collapse or expand this group, and when collapsed, only the ERV outcome is visible. By default, both the ERV quantity and ERV method are editable. If required, you can select another method from the drop-down list: per quarter, per month, per week, m² NFA p.a., m² NFA p.q.</p>

Field	Description
	On rentable unit type and property level, the sum of the underlying rentable units is displayed, adjusted according to the method selected in the column header.
Passing rent	<p>Displays the passing rent for the rentable unit per annum (default setting). If required, you can select another method from the drop-down list: per quarter, per month, per week, m² NFA p.a., m² NFA p.q..</p> <p>On rentable unit type and property level, the sum of the underlying rentable units is displayed, adjusted according to the method selected in the column header.</p>
Lessee	Displays the lessee from the main contract for the active contract line of type 'passing rent' linked to the rentable unit. If the unit is vacant on the reference date, 'vacant' will be shown.
Rent cap	<p>A rent cap is a regulatory mechanism implemented by a government or local authority to limit the maximum rent that can be charged upon relet. The rent cap restricts the Effective Rental Value (ERV) until its end date. In the case of the Netherlands, the rent cap is automatically calculated if the system's rentable unit type is a dwelling and the WWS points are provided. This automatically calculated rent cap acts as a maximum, meaning if a value is entered, it will be capped at the automatically calculated rent cap.</p> <p>This field displays the rent cap for the rentable unit per annum (default setting). If required, you can select another method from the drop-down list: per quarter, per month, per week, m² NFA p.a., m² NFA p.q..</p>
End date rent cap	Displays the rent cap's end date.
Review rent	<p>Displays the review rent for the rentable unit. This is a grouped column consisting of the quantity, method and review rent outcome. You can collapse or expand this group, and when collapsed, only the review rent outcome is visible. If required, you can select another method from the drop-down list: per quarter, per month, per week, m² NFA p.a., m² NFA p.q..</p> <p>On rentable unit type and property level, the sum of the underlying rentable units is displayed,</p>

Field	Description
	adjusted according to the method selected in the column header.
WWS points	Displays the WWS points for the rentable unit. The WWS (Woningwaarderingstelsel) is a points-based system used by the Dutch government to determine the maximum allowable rent for a dwelling. This field applies when the system's rentable unit type is a dwelling and the country is the Netherlands.
WWS table	Displays the WWS table for the rentable unit. The WWS table (Housing Valuation System table) is a regulatory table defined by the Dutch government that sets the maximum statutory rent based on the WWS points, limiting the maximum rent that can be charged upon relet. This field is applicable when the system rentable unit type is a dwelling and the country is the Netherlands.
Tax value	Displays the assessed value of a rentable unit, which is used for taxation purposes. By default, this value is expressed per m² NFA . If required, you can select another option from the drop-down list: m² GFA, m² ITZA, Per unit . On rentable unit type and property level, the sum of the underlying rentable units is displayed.
Rebuild value	Displays the assessed value of a rentable unit for insurance purposes. By default, this value is expressed per m² NFA . If required, you can select another option from the drop-down list: m² GFA, m² ITZA, Per unit . On rentable unit type and property level, the sum of the underlying rentable units is displayed.
Vacant possession value (VPV)	Displays the rentable unit's Vacant Possession Value (VPV), which is the market value of the property assuming it is unoccupied and free from any lease or tenancy agreements.
Start date / End date	Displays the rentable unit's start date: the date on which a rentable unit is acquired. Rentable units within the same property may have different start dates to accommodate partial acquisitions. The start date is set to the earliest purchase date of the property.
End date	Displays the rentable unit's end date: the date on which a rentable unit is disposed of. Rentable units within the same property may have different

Field	Description
	end dates to accommodate partial dispositions. The end date is set to the divestment date of the property.
Renovation year	Displays the year in which the last major renovation of the rentable unit was completed, or the planned year of completion for the refurbishment. On rentable unit type and property level, the average renovation year of the underlying rentable units is shown.
Construction year	Displays the year in which the rentable unit was constructed. On rentable unit type and property level, the average construction year of the underlying rentable units is shown.
End date privatization restriction	Displays the date after which privatization of the property/asset is prohibited or limited. The end date of a privatization restriction is a regulatory mechanism imposed by a government or local authority. It limits real estate investors from privatizing dwellings until a specified date. Any privatization activity conducted before this date is disregarded, ensuring that no rentable unit is privatized prior to this date.
Real property right	Displays the legal conditions under which the land on which the rentable unit is situated is owned. Possible values: Full ownership, Perpetually redeemed, Temporarily redeemed.
Monument type	Displays the rentable unit's monument type. Possible values: National monument, Province monument, County monument, Protected county view.
Memo	If a memo is attached to a rentable unit, it is shown in this column with a page icon. Clicking the icon opens a sliding panel where you can view the memo.

Contracts

In the **Real Estate Management (REM)** context, a contract is an agreement between the property owner (lessor) and the tenant (lessee) for leasing one or more rentable units. The **Contracts** screen displays all relevant contract information at property, contract and contract line level.

To access the **Contracts** screen:

1. Go to the [Asset details page](#) of the asset/property you wish to view or edit.
2. In the navigation panel, select **Input > Contracts**. The following screen appears:

Code	Lessee	Rent duration	Start date	Notice pe...	Expiry date	Termination date	WALT	Estimated rental v...	Pos
1001							0.80 years	0.00	3
3005001	De Noorderling	Fixed term	2019-01-01	1 months	2023-12-31		1.00 years	0.00	€
3004001	Webservices...	Fixed term	2016-11-01	1 months	2023-01-31		0.08 years	0.00	€
3003001	Reasult BV	Fixed term	2017-02-01	1 months	2023-01-31		0.08 years	0.00	€
3002001	De bonte spec...	Fixed term	2017-12-01	1 months	2023-01-31		0.08 years	0.00	€
3001001	Wijkopenfiets...	Fixed term	2020-09-01	1 months	2025-08-31		2.67 years	0.00	€

In this screen, you can manage renewal rent expectations, tenant turnover rates, reletting terms, vacancy periods, and financial incentives. For more information on the data available in this screen, see [Contracts - columns and fields](#).

- Contracts are categorized into contracts for rented rentable units (**Contracts** tab) and contracts for vacant rentable units (**Vacant RUs** tab).
- Click the **Go to edit source data** button to edit contract data or to add a new contract (only available for acquisitions, not for other types).
- Click the **Show details/hide details** toggle button to view or hide the contract line section.

Code	Lessee	Rent duration	Start date	Notice period	Expiry date	Termination date	WALT	Estimated rental value (ERV)
1001							0.80 years	0.00
3005001	De Noorderling	Fixed term	2019-01-01	1 months	2023-12-31		1.00 years	0.00
3004001	Webservices...	Fixed term	2016-11-01	1 months	2023-01-31		0.08 years	0.00

Code	Type	Start date	NFA	End date	Start date P&L	End date P&L	RU code	Address
3037	Passing rent	2019-01-01	358.00	2023-12-31	2019-01-01	2023-12-31	2005	Grote Markt 31
3038	VAT compensation	2019-01-01	0.00	2023-12-31	2019-01-01	2023-12-31	Multiple (7)	
3039	Passing rent	2019-01-01	12.51	2023-12-31	2019-01-01	2023-12-31	2645	Grote Markt 30
3040	Passing rent	2019-01-01	12.51	2023-12-31	2019-01-01	2023-12-31	2646	Grote Markt 30

In the contract lines section, several sliding panels with detailed information can be opened by clicking the relevant button:

- **Lessee**
- **Options**
- **Breaks**
- **Secured rental income**
- **Memo**
- Click **Cash flow statement** to go to the cash flow statement of the selected contract.

For more information on the data available in the **Contract lines** section, see [Contract line - columns and fields](#).

Contracts - columns and fields

Field / column	Description
Code	Displays the property code.
Lessee	Displays the name of the tenant (lessee) associated with the contract.
Rent duration	Specifies whether the lease term is fixed or flexible.
Start date	Displays the date when the lease agreement becomes effective.
Notice period	Displays the period (for example <i>1 month</i>) that the tenant must give before terminating the lease.
Expiry date	Displays the official end date of the lease contract if not renewed or extended.
Termination date	Displays the actual termination date, if applicable, indicating when the lease was ended.
WALT (Weighted Average Lease Term)	Represents the average remaining lease term across all contracts, measured in years. A higher value indicates longer lease commitments.
Estimated Rental Value (ERV)	<p>Displays the estimated annual rental value of the unit/property based on market conditions. It's the total of all rentable units that are not vacant and that are active on the reference date or start date of the contract. You can select one of the following options:</p> <ul style="list-style-type: none">• per annum/quarter/ month/week• m2 NFA p.a. / p.q./ p.m. / p.w.• m2 GFA p.a. / p.q./ p.m. / p.w.• m2 ITZA p.a. / p.q./ p.m. / p.w.• per unit p.a. / p.q./ p.m. / p.w.
Passing rent	<p>Displays the actual rent being paid by the tenant. You can select one of the following options:</p> <ul style="list-style-type: none">• per annum/quarter/ month/week

Field / column**Description**

- m2 NFA p.a. / p.q./
p.m. / p.w.
- m2 GFA p.a. / p.q./
p.m. / p.w.
- m2 ITZA p.a. / p.q./
p.m. / p.w.
- per unit p.a. / p.q./
p.m. / p.w.

Over/under rent

Displays the percentage difference between **Passing rent** and **Estimated Rental Value (ERV)**, indicating whether the lease is above or below market rates.

Secured rental income

Displays the rental income amount that is contractually secured.

NFA (Net Floor Area)

Displays the total usable area (in square meters or feet) leased under the contract. It's the total of all rentable units that are not vacant and that are active on the reference date or start date of the contract.

VAT liable

Indicates whether the contract is subject to Value Added Tax (VAT), **Yes** or **No**.

Renewal rent

The expected rent upon contract renewal. You can select one of the following options:

- per annum/quarter/
month/week
- m2 NFA p.a. / p.q./
p.m. / p.w.
- m2 GFA p.a. / p.q./
p.m. / p.w.
- m2 ITZA p.a. / p.q./
p.m. / p.w.
- per unit p.a. / p.q./
p.m. / p.w.

Renewal rent type

Specify the renewal rent type. You can select one of the following options:

- ERV (Estimated
Rental Value)
- Passing rent
- Renewal rent
- ERV upward-only

Field / column	Description
	<ul style="list-style-type: none"> Review rent
Tenant turnover rate	Set the probability (percentage) of a tenant leaving at the end of the lease.
Relet term	Define the expected reletting period in months, indicating how long it will take to find a new tenant.
Vacancy term	Set the expected period (in months) the unit will remain vacant after a tenant leaves.
Rent Free And Cash Incentives	<p>Define whether rent-free periods apply when a unit is relet or renewed. You can select one of the following options:</p> <ul style="list-style-type: none"> Only relet Only renewal Both renewal and relet
Rent-free term	Set the duration (in months) for which a new tenant will not pay rent.
Cash incentive	Enter any financial incentives offered to attract new tenants.



Bulk input options are available for each column, allowing you to apply changes to multiple contracts at once instead of editing them individually.

Contract line - columns and fields

Field / column	Description
Code	Displays the unique identifier for the contract line.
Type	Specifies the type of contract line, such as Passing rent , indicating the nature of the financial agreement.
Start date	Displays the date when the contract line becomes effective.
NFA (Net Floor Area)	The total leased area (in square meters or feet) associated with this contract line.
End date	Displays the date when the contract line expires or is scheduled to end.

Field / column	Description
Start date P&L	Displays the start date of the contract line for profit and loss (P&L) calculations.
End date P&L	Displays the end date of the contract line for profit and loss (P&L) calculations.
RU code (Rentable Unit code)	Reference code indicating the specific rentable unit associated with this contract line. If multiple units are involved, a Multiple (X) link appears.
Address	Displays the location of the rentable unit or property.
Rentable unit type	Displays the categorization of the rentable unit, such as Office , Retail , or Warehouse .
Cash flow	<p>Displays the rental income associated with this contract line, typically on an annual basis (Per annum). You can select one of the following options:</p> <ul style="list-style-type: none"> • per annum/ quarter/month/ week • m2 NFA p.a. / p.q./ p.m. / p.w. • m2 GFA p.a. / p.q./ p.m. / p.w. • m2 ITZA p.a. / p.q./ p.m. / p.w. • per unit p.a. / p.q./ p.m. / p.w.
Cash flow method	Displays how cash flow is structured, such as In arrears (meaning payments are made after the rental period).
Cash flow period	Displays the frequency of cash flow payments, such as Once every 1 year .
General ledger code	Displays the accounting code used for financial tracking and reporting of this contract line.

Field / column	Description
Index methodology	Displays the method used to adjust rent based on an index, such as inflation or market benchmarks.
Next indexation	Displays the date on which the next rent indexation (adjustment) is scheduled to occur.
VAT scheme	Displays the applicable Value Added Tax (VAT) rate, such as VAT Low .
Review	Specifies whether the contract line is subject to a review process (No review indicates no scheduled review).
Rent type	Displays the category of rent, such as Base rent , Indexed rent , or Turnover rent .

Income and expenditure

The **Income and expenditure** screen provides an overview of the cash flows related to operating and investment activities. You can easily track and input cost and revenue amounts based on specific events that impact these cash flows. This screen allows you to efficiently manage and forecast the income and expenditure related to your real estate investments.

To access **Income and expenditure** screen:

1. Go to the [Asset details page](#) of the asset/property you wish to view or edit.
2. In the navigation panel, select **Input > Income and expenditure**. The following screen appears:

Valuation 2024 > 0/1001 - 0/Planon Headquarters > Income and expenditure

Context Strategy Turnover Period Valuation 2024 (from 2026-01-01)

Hide read-only lines

Name	Cash flow definition	Forecast period	Notes
Operating activities		Forecast period	4,288,120.96
Income receivable			4,288,120.96
Passing rent			4,288,120.96
Other rental income	0.00 per annum in perpetuity		0.00
Potential gross income (PGI)	4,288,121 in variable cash flows		4,288,120.96
Financial vacancy	0 in variable cash flows		0.00
Rent free	0 in variable cash flows		0.00
Lease discount	0 in variable cash flows		0.00
Other operating income			0.00
Operating costs			0.00
Investing activities			0.00
Investments			0.00
Investments	0 in variable cash flows		0.00
Acquisition	0 on acquisition date		0.00
Forward funding	No forward funding costs		0.00
Divestments			0.00

Some lines are read-only, while others are editable.

- Use the **Hide read-only lines** toggle to hide read-only items. If an aggregated line only has read-only items, the entire line will be hidden.
- Editable lines are marked in blue, and clicking on them opens a popup for editing or adding data:

No forward funding costs

Interest rate 0.00 %

Key handover date year-month-day

Close

For more information on the data available in **Income and expenditure** screen, see [Income and Expenditure - columns and fields](#).

Income and Expenditure - columns and fields

Field / column	Description
Name	Displays different financial components, such as income and expenses.
Cash flow definition	Cash flow lines are categorized into: <ol style="list-style-type: none"> Mandatory: These lines are read-only and show a total over the forecast period (with the format 0,000,000; this

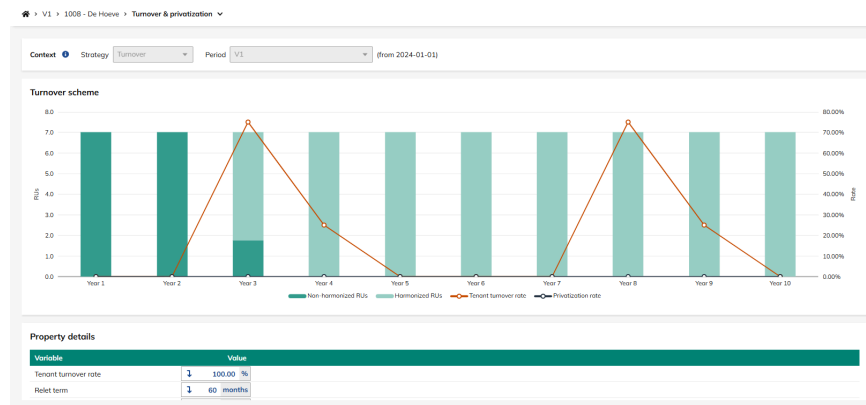
Field / column	Description
	<p>format will depend on the regional/ language settings).</p> <p>2. Fixed: Fixed line items do not change across forecast periods but may vary by strategy.</p> <p>Key items include:</p> <ul style="list-style-type: none"> Investment purchases: Add, delete, and edit details like purchase date and price. Forward funding: Adjust the interest rate and key handover date. Final dispositions: Add or delete dispositions with details like sale date and price. <p>3. Dynamic: Dynamic lines represent cash flows that can either be imported from a source or manually entered.</p> <ul style="list-style-type: none"> If imported, the cash flow total shows as 0,000,000, and you can't edit it. If not imported, you can enter the cash flows yourself. If not imported, you can enter the assumptions used to calculate the cash flow yourself. These depend on the type of event (like recurring or one-time) and whether it's an operating or investing activity.
Forecast period	<p>The forecast shows the calculated cash flows during the forecast period, based on the selected method in the column header. Click on the forecast period amount to open the slide-in. A slide-in will be opened that shows all calculated cash flows during the forecast period. You can view the results in the Financial statements screen. For more information, see Financial statements.</p>
Actuals	<p>This column is only visible if the forecast level is set to General ledger. If the forecast level is Cash flow line, this column will <i>not</i> be shown.</p>
Notes	<p>A field for additional information or clarifications related to each financial entry.</p>


Turnover and privatization

When a tenant ends their rental contract, the unit becomes vacant, and the lessor can choose to either privatize (sell) the unit or relet it to a new tenant. The turnover rate represents the percentage of tenants who leave, while the privatization rate indicates the percentage of vacant units sold instead of being relet. The relet rate is the difference between the turnover and privatization rates, showing how many units are relet to new tenants. Additionally, lessors can offer the option for current tenants to buy the unit, known as the privatization rate to current lessees. The strategies available include **Privatization**, which focuses on selling units, and **Hold**, which prioritizes re-letting them. If no units are privatized, the turnover rate matches the relet rate.

The **Turnover & Privatization** screen allows you to view the turnover and privatization rates and enter assumptions about the future of indefinite period rental contracts. To access this screen:

1. Go to the [Asset details page](#) of the asset/property you wish to view or edit.
2. In the navigation panel, select **Input > Turnover & Privatization**. The following screen appears:



 This screen is only accessible if the property has at least one indefinite period rental contract. It has two versions, depending on the selected strategy: **Hold** or **Privatization**.

The **Turnover & Privatization** screen is divided into three sections:

1. **Turnover scheme**
This section visually presents the input and calculated output in the upper part of the screen. The data in the visual is updated when switching between strategies.
2. **Property details**
This section helps you enter the necessary information for the turnover and privatization scheme.
3. **Turnover rates**

In this section, you can enter assumptions related to turnover rates.

Revaluation

The **Revaluation** screen allows you to manually adjust the value of an investment property, ensuring accurate financial forecasts and tracking property movements.

To access the **Revaluation** screen:

1. Go to the [Asset details page](#) of the asset/property you wish to view or edit.
2. In the navigation panel, select **Input > Revaluation**. The following screen appears:

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Terminal
Opening balance	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478
Mutations	0	0	0	0	0	0	0	0	0	0	-9,771,478
Investments	0	0	0	0	0	0	0	0	0	0	0
Divestments	0	0	0	0	0	0	0	0	0	0	-9,771,478
Incentives	0	0	0	0	0	0	0	0	0	0	0
Revaluation	0	0	0	0	0	0	0	0	0	0	0
Calculated revaluations	0	0	0	0	0	0	0	0	0	0	0
Manual adjustment	0	0	0	0	0	0	0	0	0	0	0
Closing balance	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478	9,771,478	0

The table below lists the fields / columns available in the **Revaluation** screen

Field / column	Description
Opening balance	Displays the starting value of the property at the beginning of each period.
Mutations <ul style="list-style-type: none"> Investments Divestments Incentives 	Displays the changes in the property's value, such as investments, divestments, or other adjustments.
Revaluation <ul style="list-style-type: none"> Calculated revaluations Manual adjustments 	Manual or calculated revaluations of the property. In the Manual adjustments field you can enter manual changes to the property's value. Note: to make changes, the data view must be set to 'Month'.
Terminal value	Displays the expected residual value of the property at the end of the investment period.
Closing balance	Displays the final value of the property after all mutations and revaluations.

Indexes

Indexes are essential for managing expectations for rental contracts, property values, and cash flows. The index methods and index series are typically defined at the company level (see [Process settings](#)) but can be customized at property level when needed. The **Indexes** screen provides an overview of the index series applied to a property. To access this screen:

1. Go to the [Asset details page](#) of the asset/property you wish to view or edit.
2. In the navigation panel, select **Input > Indexes**. The following screen appears:

🏠 > Valuation 2023 > 1020 - Mall XL > Index ▾

Context ⓘ Strategy Turnover Period Valuation 2023 (from 2023-01-01)

Name	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Market rent index rate	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %
Exploitation cost index rate	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %
Construction cost index rate	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %
Sale amount index rate	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %
Market value index rate	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %
Liberalised contract index rate	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %
Regulated contract index rate	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %	↓ 2.00 %

- You can enter a year-over-year change % for each calendar year.
- You can manually override the default values if needed:
 - Blue indicates the default value.
 - Black indicates a manually overridden value.
 - When you remove a manual change, the default value will be restored.
- Additionally, the index assumptions can be exported to Excel, and you can copy and paste multiple index percentages from Excel directly into the grid.

Hardcore top slice method

The **Hardcore top slice method** combines the hardcore value and top slice value for each rental contract to calculate the gross capital value. The hardcore value is the lowest risk income, capitalized into perpetuity. The top slice value depends on the rent status: for over-rented situations, it's the "froth" value, and for under-rented situations, it's the "layer" value. The sum of the hardcore, froth, and layer values gives the gross capital value. Adjustments for non-recurrent operational and capital expenditures are made to determine the net capital value, which subtracts purchaser's costs from the gross capital value.

To access the **Hardcore top slice method** screen:

1. Go to the [Asset details page](#) of the asset/property you wish to view or edit.
2. In the navigation panel, select **Input > Hardcore top slice method**. The following screen appears:

V1.1

>

1001 - De société

>

Hardcore top slice

Context

Strategy

Turnover

Period

V1.1

(from 2025-02-07)

Per lessee

Per yield group

Filter...

Contract code	Lessee	WALT	Passing rent		ERV	Recurrent no...	Hardcore ...	Reversion...	Froth yield	Disc
			Per annum	Per annum						
Undefined		0.18 years	347,530.00		0.00	0.00	Bulk input	Bulk input	Bulk input	
		0.18 years	347,530.00		0.00	0.00	Bulk input	Bulk input	Bulk input	
3001001	Wijkope...	0.57 years	72,273.99		0.00	0.00	0.00 %	0.00 %	0.00 %	
3002001	De bont...	0.08 years	72,920.21		0.00	0.00	0.00 %	0.00 %	0.00 %	
3003001	Reosult ...	0.08 years	60,197.30		0.00	0.00	0.00 %	0.00 %	0.00 %	
3004001	Webserv...	0.08 years	74,557.93		0.00	0.00	0.00 %	0.00 %	0.00 %	
3005001	De Noor...	0.08 years	67,580.57		0.00	0.00	0.00 %	0.00 %	0.00 %	
V - 2622 - ...	V - 2622...	0.00 years	0.00		0.00	0.00	0.00 %	0.00 %	0.00 %	
V - 2623 - ...	V - 2623...	0.00 years	0.00		0.00	0.00	0.00 %	0.00 %	0.00 %	
V - 2624 - ...	V - 2624...	0.00 years	0.00		0.00	0.00	0.00 %	0.00 %	0.00 %	
V - 2628 - ...	V - 2628...	0.00 years	0.00		0.00	0.00	0.00 %	0.00 %	0.00 %	

The **Hardcore top slice** screen has two views:

- **Per lessee**
- **Per yield group**

In this view, contracts are grouped together based on their yield group. The yield group is displayed as the first pinned column, and it cannot be edited. You can input the following values in bulk for this view:

- Hardcore yield
- Reversionary yield
- Froth yield

The table below lists the information available in the **Hardcore top slice** screen.

Column	Description
Contract code	Read-only field that displays the unique contract code.
Lessee	Read-only field that displays the lessee linked to the contract.
Yield group	Here you can specify the yield group.
WALT (Weighted Average Lease Term)	Read-only field that displays the average remaining lease term, weighted by the lease size.

Column

Description

Passing rent

Read-only field that displays the current annual rental income. You can select one of the following calculation methods:

- per annum/quarter/
month/week
- m2 NFA p.a. / p.q./
p.m. / p.w.
- m2 GFA p.a. / p.q./
p.m. / p.w.
- m2 ITZA p.a. / p.q./
p.m. / p.w.
- per unit p.a. / p.q./
p.m. / p.w.

ERV (Estimated Rental Value)

Read-only field that displays an estimate of the market rental value. You can select one of the following calculation methods:

- per annum/quarter/
month/week
- m2 NFA p.a. / p.q./
p.m. / p.w.
- m2 GFA p.a. / p.q./
p.m. / p.w.
- m2 ITZA p.a. / p.q./
p.m. / p.w.
- per unit p.a. / p.q./
p.m. / p.w.

Recurrent non-recoverable operational costs

Read-only field that displays the sum of recurrent non-recoverable operational costs.

Hardcore yield

Enter the hardcore yield for the contract (as a percentage). Can be entered in bulk.

Reversionary yield

Enter the reversionary yield (as a percentage). Can be entered in bulk.

Froth yield

Enter the froth yield (as a percentage). Can be entered in bulk.

Discount rate

Enter the discount rate (as a percentage). Can be entered in bulk.

Gross capital value before adjustments

This calculated read-only field displays the initial estimated capital value of the property before any specific adjustments are applied. You can select one of the following calculation methods:

Column	Description
	<ul style="list-style-type: none"> • per contract • m2 NFA / m2 GFA / m2 ITZA
Relet corrections capitalization method	<p>Here you can specify the method used to account for capital expenditures related to re-letting the property. You can choose from the following options:</p> <ul style="list-style-type: none"> • None • Only initial • Initial & continuous
Adjustments	<p>This read-only field displays the total amount of adjustments (positive or negative) applied to the gross capital value. You can select one of the following calculation methods:</p> <ul style="list-style-type: none"> • per contract • m2 NFA / m2 GFA / m2 ITZA
Capital expenditures	<p>This read-only field displays the total capital expenditures related to the property.</p>
Gross capital value	<p>This calculated read-only field displays the gross capital value of the property. You can select one of the following calculation methods:</p> <ul style="list-style-type: none"> • per contract • m2 NFA / m2 GFA / m2 ITZA
Net capital value	<p>This calculated read-only field displays the gross capital value of the property. You can select one of the following calculation methods:</p> <ul style="list-style-type: none"> • per contract • m2 NFA / m2 GFA / m2 ITZA

Valuation input

A Planon RE Assets valuation report includes many calculated fields that are influenced by input data.

Several of these fields are subject to change due to varying factors, such as market conditions, costs, revenues, and regulatory changes.

Under **Valuation input** you can amend specifics to be included in the valuation report:

- Assumptions
- Market evidence
- Alternative values
- Appendices
- Draft valuations
- Valuation report

Assumptions

In property valuation, *assumptions* are conditions presumed true by valuers when determining an asset's value.

They form the basis for the valuation, ensuring transparency, regulatory compliance, and risk identification. Assumptions are typically required by standards like RICS Red Book, NRVt, TeGoVa (European Valuation Standards), and International Valuation Standards.

By explicitly stating assumptions, valuers substantiate their conclusions and outline the risks that may impact the valuation if assumptions are unmet.

When clicking **Assumptions**, you can amend the following chapters and categories - for each category, you can select a default text or enter a new text to be used in the valuation report.

- Instructions
 - Client
 - Valuer
 - Scope of work
 - Available information
 - Inspector
- Description
 - Location
 - Asset

- Legal situation
- SWOT analysis
- Valuation
 - Methodology
 - Market conditions
 - Valuation results
 - Backtesting
- Confidentiality and publication
 - Legal notice

Market evidence

Market evidence refers to documented transactions in the real estate market, such as leasing or sales activities.

These evidences are used to substantiate key valuation metrics such as:

- Estimated Rental Value (ERV)
- Vacant Possession Value (VPV)
- Market Value

Market evidences are specific to individual assets and provide objective data to support valuation conclusions.

Adding evidence

The procedure for adding evidence is the same for Lease or Sales.

Procedure

1. Click **+ Add [...] evidence** in the appropriate section.
An editable row appears under the section.
2. Fill out the data fields using the asset's data.
3. Click **Save** at the top to save the evidence.
The new asset is plotted in the map, and where possible, data fields are automatically populated.

Deleting evidence

Procedure

1. Select the check box in front of the evidence that you would like to delete.
If required, you can select multiple rows to be deleted. When doing so, a **Delete** button is shown at the top of the section.
2. Click **Delete** to remove the row(s) selected.
3. Click **Save** to save your changes.
If you do not click **Save**, the evidence will remain in the list.

Appendices


In **Appendices**, a valuer can provide evidence of the market value using all data employed in the valuation process.

Per asset, the application generates a calculation model appendix and a photo appendix.

Here, a valuer can drag-and-drop or upload additional appendices in PDF format.

Available actions

- By default, the **Calculation model** and **Photos** are the first two appendices in the valuation report. If additional appendices are uploaded for the asset, the valuer can adjust the order in which the appendices appear in the valuation report:

Click the **Handle** icon () in front of the appendix you want to move and drag it to the right position.

- Select the check box in front of an appendix to delete it.

When doing so, a **Delete** button is shown at the top of the section. You can only delete appendices that were not generated by the application.

After making your selection, click **Delete**.

Alternative value

Alternative Value refers to a valuation based on a **special assumption**, where the assumed facts differ from the actual circumstances on the valuation date.


It illustrates the potential impact of specific changes on an asset's value, highlighting that the conclusion is contingent on these hypothetical conditions.

Under **Alternative value**, you can:

- Upload and manage [appendices](#)
- Add an alternative value

Adding an alternative value

Procedure

1. Click **+ Add alternative value**.
A panel appears where you can enter some data fields.
2. Fill out the data fields.
 - Basis value: a string field that requires a value.
 - Capital value: a money field that is mandatory.
 - Assumption: a text field (optional)
3. Click **Save** to save your changes.
 - You can add multiple alternative values if required.
 - To delete an alternative value, click the recycle bin () behind it.

Draft valuations

Draft Valuation refers to a preliminary version of a valuation report shared before the final report.

The **Final** valuation report specifies the number of drafts issued, any comments received, and how those comments influenced changes to the valuation.

If multiple drafts have been issued for an asset, these will be listed here.

You can provide a comment for each draft that is created, except for the first draft.

Valuation report

A valuation report presents the valuation outcome, whose results are calculated by Planon RE Assets .

During the valuation process, the valuer can include all relevant supporting information as part of the valuation input.

The report provides a detailed analysis of market value based on factors such as location, physical characteristics, current rental income, projected cash flows, and market conditions.

It is used by investors, lenders, and property owners when making financial decisions, such as purchasing, selling, financing, or revaluing real estate.

It is an important instrument in providing an objective valuation that aids in risk assessment and strategic planning.

Generating a valuation report

In Planon RE Assets you can generate a valuation report for your portfolio. If this contains multiple assets, the system will generate a separate report for each individual asset.

Procedure

1. In the Home screen, select a valuation process (as you can only generate a valuation report from a valuation process).
2. In the **Overview panel**, click the asset code of the property for which you want to generate the valuation report.

The asset's overview panel is displayed, listing the asset details, property details, etc.

Optionally, when you're in the asset's overview panel, you can also click [Valuation input](#) in the navigation panel to amend details for the valuation report.

3. In the navigation panel, under **Valuation input**, click **Valuation report**.

The Valuation report screen is displayed for the selected asset.

4. Here, you can select what type of report you want to generate:
 - **Final** – an approved report that has been signed off by multiple parties.
A final report can be generated only once the valuation process has been completed.
 - **Live** – a snapshot of the values in the report based on the current state of affairs.
 - **Draft** – an interim report that can be submitted for approval.
A draft report is intended for internal purposes only and should not be published or disclosed. A draft valuation report has no legal status and has the word (*Draft*) written on the cover to indicate so.
5. For the type of report that you require, click **Download**.

You can select to generate a:

- **Full report**
 - **Appendix A: calculation model**
After making a selection, the report will be generated in the background and will become available in your browser's download location.
- The report will be available in PDF format.
 - The report name will be appended with the date and time of generating the report.

Financial statements

Financial statements are key documents that provide an overview of the financial performance and health of a property or portfolio.

They help investors and stakeholders make informed decisions. The most relevant statements are:

- [Cash Flow](#)
- [Profit & Loss \(P&L\)](#)
- [Balance sheet](#)

Cash flow

A cash flow statement tracks the actual inflow and outflow of cash for a property over a specific period.

A cash flow statement consists of cash flow lines, eventually aggregated to the free cash flow, the highest aggregation level, which consists of three activities (aggregations):

- Operating activities
- Investing activities
- Financing activities

Underneath an activity, multiple aggregated lines are shown. Planon RE Assets distinguishes 4 cash flow line types:

- **Aggregated:** These cash flow lines are always an aggregation of underlying cash flow lines. These cash flow lines are not configurable by the end user.
- **Mandatory:** These cash flow lines are always part of the statement and are calculated based on business logic for which the payment structure is not configurable by the end user.
- **Fixed:** These cash flow lines are optional and are calculated based on business logic for which the payment structure is not configurable by the end user.
- **Dynamic:** These cash flow lines are optional and the payment structure is configurable by the user.

Generating a cash flow statement

Financial statements are available from the navigation panel on the left.


Procedure

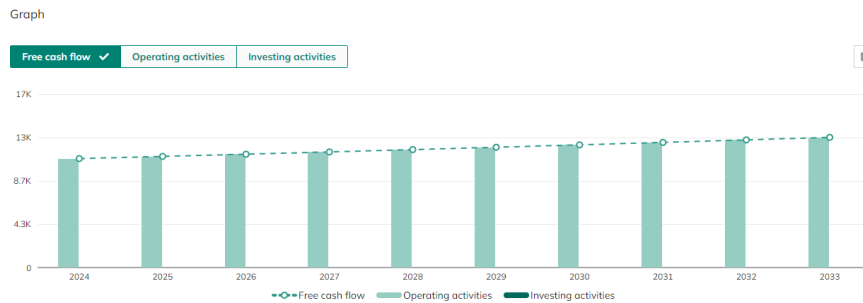
1. In the data panel, select a process and select an asset or a range of assets.
2. In the navigation panel, click **Financial statements > Cash flow**.
The cash flow statement for the selected asset(s) appears.

Cash flow statement as graph

After generating your cash flow statement, you can also display the essentials in an built-in graph.

Procedure

1. Above the cash flow statement, expand the **Graph** section by clicking  on the right.
The graph is displayed.



2. You can either display the:
 - Free cash flow
 - Operating activities
 - Investing activities
3. When clicking a bar in the graph, you can further zoom in to **Quarters** and **Months**

Conversely, when zoomed in to **Months**, click  to zoom out to **Quarters** and **Years**


4. You can collapse the graph by clicking .

Exporting a statement


To share the statement or for further tweaking it in a business intelligence suite, you can export the statement.

Procedure

1. Configure your generated statement as required:

- By default all assets are selected. Click  to refine your selection by selecting just those assets for which you want to export the cash flow statement.
- Include or exclude rows with zero (0) values.
- Select the granularity of the statement (year, quarters, months).
 - If the **Period type** equals calendar years, the graph can be viewed in Y, Q and M.
 - If the **Period type** equals forecast years, the graph can be viewed in Y and M.
- Specify a filter to filter out specific rows.

- 2.

Click **Export** (). The statement will be available in your browser's download location.



If you select a few cells in the statement, the application will display their Average and Sum values at the bottom of the screen.

Profit & Loss

A profit & loss (P&L) statement is optional for a financial statement.

A P&L line is mapped with a cash flow line, which is predefined and not editable for a user. Per P&L line, the user can set an accounting method.

Generating a profit & loss statement

Financial statements are available from the navigation panel on the left.

Procedure

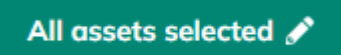
1. In the data panel, select a process and select an asset or a range of assets.
2. In the navigation panel, click **Financial statements > Profit & Loss**.
The profit & loss statement for the selected asset(s) appears.

Exporting a statement


To share the statement or for further tweaking it in a business intelligence suite, you can export the statement.


Procedure

1. Configure your generated statement as required:

- By default all assets are selected. Click  to refine your selection by selecting just those assets for which you want to export the cash flow statement.
- Include or exclude rows with zero (0) values.
- Select the granularity of the statement (year, quarters, months).
 - If the **Period type** equals calendar years, the graph can be viewed in Y, Q and M.
 - If the **Period type** equals forecast years, the graph can be viewed in Y and M.
- Specify a filter to filter out specific rows.

- 2.

Click **Export** (). The statement will be available in your browser's download location.

 If you select a few cells in the statement, the application will display their Average and Sum values at the bottom of the screen.

Balance sheet

A **balance sheet** helps track the current opening balance and movements during the holding period.

Generating a balance sheet

Financial statements are available from the navigation panel on the left.

Procedure


1. In the data panel, select a process or select an asset / a range of assets.
A balance sheet is not available for a valuation process.
2. In the navigation panel, click **Financial statements > Balance sheet**.

The balance sheet statement for the selected asset(s) appears.

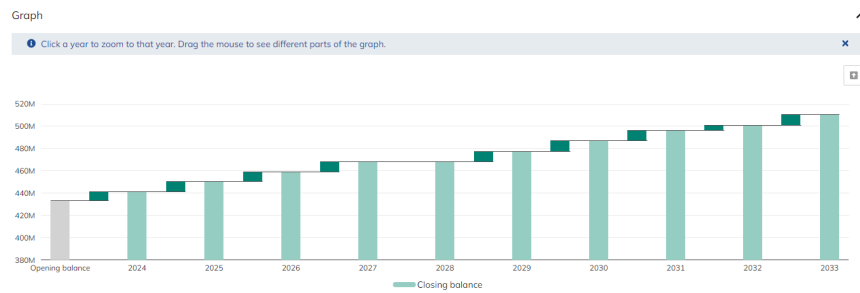
Balance sheet statement as graph

After generating your balance sheet statement, you can also display the essentials in an built-in graph.


Procedure


1. Above the balance sheet statement, expand the **Graph** section by clicking  on the right.

The graph is displayed, showing the **Opening balance** and the **Closing balance**.



2. When clicking a bar in the graph, you can further zoom in to **Quarters** and **Months**


Conversely, when zoomed in to **Months**, click  to zoom out to **Quarters** and **Years**

3. You can collapse the graph by clicking .

Exporting a statement

1. Configure your generated statement as required:

-

By default all assets are selected. Click  to refine your selection by selecting just those assets for which you want to export the cash flow statement.

- Include or exclude rows with zero (0) values.
- Select the granularity of the statement (year, quarters, months).

If the **Period type** equals calendar years, the graph can be viewed in Y, Q and M.

If the **Period type** equals forecast years, the graph can be viewed in Y and M.

- Specify a filter to filter out specific rows.

2.



Click **Export** (). The statement will be available in your browser's download location.

Analysis

This section explains how to monitor financial performance and ensure that actual results, forecasts, and budgets remain aligned. By comparing actuals with your forecast and budget, you can quickly identify discrepancies and take corrective actions to maintain a clear and accurate financial overview, enabling better decision-making.

To do this, use the [Monitoring & Alignment](#) feature, which can be accessed from the standing process, scenario process, acquisition process, or budget process.

Monitoring

The **Monitoring** feature allows you to track and compare actuals and forecasts against your budget to ensure alignment.

Since multiple budgeting processes can be created for an asset, you must select which budget to monitor. You can only choose budgeting processes where:

- The budget's start date is earlier than or equal to the forecast's start date.
- The budget's end date is later than or equal to the forecast's start date for the process where the asset is allocated.

This ensures accurate comparisons and alignment between your actuals, forecasts, and budget.

🏠 > Standing process > Monitoring

All assets selected		Filter					
Cash flow lines	Historic actuals	Initial budget	Update budget	Actuals and commit...	Actuals and forecast	Difference actuals and forec...	
		Budget 25	None	Total	Total	Initial budget	Delta
		from 2025-01-01 to...		No data available	from 2025-01-01 to...		Relative (%)
Free cash flow	4,800	542,261	0	4,800	412,429	-129,832	-23.94%
Operating activities	4,800	542,261	0	4,800	412,429	-129,832	-23.94%
Gross operating income	0	566,480	0	0	425,748	-140,732	-24.84%
Passing rent	0	530,188	0	0	398,549	-131,640	-24.83%
Other rental income	0	0	0	0	0	0	0.00%
System general ledger	0	0	0	0	0	0	0.00%
Potential gross income (PGI)	0	530,188	0	0	398,549	-131,640	-24.83%
System general ledger	0	530,188	0	0	398,549	-131,640	-24.83%
Financial vacancy	0	0	0	0	0	0	0.00%
Rent-free	0	0	0	0	0	0	0.00%
Lease discount	0	0	0	0	0	0	0.00%
Other operating income	0	36,292	0	0	27,199	-9,092	-25.05%
Operating expenses	4,800	-24,219	0	4,800	-13,319	10,900	-45.00%
Non-recoverable operating expenses (O...	4,800	-24,219	0	4,800	-13,319	10,900	-45.00%
Investment activities	0	0	0	0	0	0	0.00%
Investments	0	0	0	0	0	0	0.00%
Divestments	0	0	0	0	0	0	0.00%

When you open the monitoring screen, the system automatically displays the latest budget that matches your forecast timeline. If no suitable budget is available, you'll receive a message explaining why the screen is inaccessible.

You can select a different budget if needed, but only budgets aligned with the forecast are available for selection.

You can also choose to include an updated budget to reflect adjustments over time. However, this is optional, and you can decide not to include one.

The monitoring screen is available at the following levels:

- Process level: Select or deselect groups of assets by attributes such as location or sector.
- Asset level: Focus on budgets specific to an individual asset.
- Property level: Manage budgets tied to the main asset of a property.

You can view any deviations between your actuals, forecasts, and budget. Deviations are shown as amounts and percentages.

Alignment

The **Alignment** feature helps you adjust forecasts to ensure actuals and forecasts match your budget. This keeps your financial planning accurate and aligned with your goals. Alignments can only be made for updated budgets, as initial budgets automatically align the budget and forecast.

Alignments are created in the monitoring screen during the budget process and apply only to dynamic cash flow lines. You can make adjustments for assets in an update step and for properties where deviations exceed the set threshold. Selecting a main line item will automatically include all linked sub-line items.

Forecast Q2 > 0/1001 - 0/Planon Headquarters > Monitoring & alignment

Align budget (3) X 3 selected Filter...

Cash flow lines	Actuals 2025-01-01 to 2025-03-...	Forecast from 2025-04-01 to 2025-12-...	Total from 2025-01-01 to 2025-12-...	Difference actuals and forecast to Initial budget Delta	Relative (%)
Operating expenses	-48,914	-115,395	-164,309	4,452	2.78%
Non-recoverable operating expense...	-48,914	-115,395	-164,309	4,452	2.78%
Other taxes	0	-1,138	-1,138	-376	-24.81%
General Ledger 10123.10	0	0	0	0	0.00%
System general ledger	0	-1,138	-1,138	-376	-24.81%
Insurance	0	-1,138	-1,138	-376	-24.81%
General Ledger 10123.11	0	0	0	0	0.00%
System general ledger	0	-1,138	-1,138	-376	-24.81%
Property management fee	-3,795	-6,000	-9,795	1,795	22.44%
General Ledger 10123.12	-3,795	0	-3,795	3,795	-100.00%
System general ledger	0	-6,000	-6,000	-2,000	-25.00%
Planned preventative maintena...	0	0	0	0	0.00%
General Ledger 10123.13	0	0	0	0	0.00%
System general ledger	0	0	0	0	0.00%
Other maintenance	-24,249	-105,000	-129,249	-10,751	-7.68%
General Ledger 10123.14	-24,249	0	-24,249	24,249	-100.00%
System general ledger	0	-105,000	-105,000	-35,000	-25.00%
Cost of mutation	0	0	0	0	0.00%
General Ledger 10123.15	0	0	0	0	0.00%

When aligning, you can choose how to distribute the adjustments:

- **Straight-line distribution** spreads the adjustment evenly across all remaining months in the budget period.
- **Specific months** lets you select which months to adjust, with the value distributed evenly across the selected months.

Alignments are created at the property level, even if the total deviation at the process level sums to zero. You can view created alignments in the [Income & expenditure](#) screen, see which line items are adjusted, and delete specific alignments if needed.

This feature gives you control over your forecasts, ensuring your financial plans stay on track.

Reports

Reports available in Planon RE Assets can be used to perform an in-depth and ad hoc analyses of the property portfolio.

In addition to the standard reports available, it is also possible for users to create and share customized reports (based on standard reports).

The **Reports** screen provides access to different types of reports through three tabs:

- **Standard reports** – Predefined reports available by default in the application.
- **My reports** – User-added reports with a custom link. Users can create a new report by clicking **Add report**, which opens a form with fields for **Name**, **Link**, and **Share report**. Users can edit or delete their own reports.
- **Shared Reports** – Reports shared by other users, accessible to those with the appropriate permissions.

Rent Roll

A Rent Roll report is a specific and crucial document providing a detailed summary of the rental income and tenancy details for a property or portfolio of properties.

As such, it includes:

- Tenant information
- Lease details
- Rental income
- Occupancy details
- Other financial data

Purpose

The purpose and use of a Rent Roll report is manifold:

- It provides a snapshot of cash flow, helping evaluate a property's income potential
- It can be used to verify a property's income (by financial institutions)
- It helps track tenant information and rental performance

The Rent Roll is the *heartbeat* of an income-generating property. It's one of the first documents investors and lenders request during due diligence, as it reveals critical financial and operational metrics at a glance.

Generating a Rent Roll report

Complete the following steps to generate a Rent Roll report:

Procedure

1. Go to **Reports** in the navigation panel.
The **Reports** section appears in the data panel, listing the Rent Roll report in the **Standard reports** tab.
2. Click **Rent roll** or **Download**.
The **Generate report** dialog appears.
3. Indicate whether you want to generate a report on **Process** or on **Snapshot**.
4. Subsequently, select the right value from the drop-down list.
5. Click **Generate**.
When the report is generated, it is downloaded to your browser's download location.

Process comparison

The **Process Comparison** reports allows users to compare two different processes to analyze key performance indicators (KPIs) at both asset and portfolio levels.

It provides an **aggregated portfolio-level comparison** for a broader performance overview.

Generating a Process comparison report

1. Go to **Reports** in the navigation panel.
The **Reports** section appears in the data panel, listing the Process comparison report in the **Standard reports** tab.
2. Click **Process comparison** or **Download**.
The **Generate report** dialog appears.
3. Under **Option 1**, indicate whether to compare a **Process** or a **Snapshot**.
4. Subsequently, right value from the drop-down list.
5. Repeat these steps for **Option 2**.

6. Click **Generate**.

When the report is generated, it is downloaded to your browser's download location.

Assets comparison

The **Process Comparison** reports allows users to compare two different processes to analyze key performance indicators (KPIs) at both asset and portfolio levels.

It provides a detailed **per-asset comparison**, showing KPI differences between the selected processes.

Generating an assets comparison report

1. Go to **Reports** in the navigation panel.
The **Reports** section appears in the data panel, listing the Process comparison report in the **Standard reports** tab.
2. Click **Assets comparison** or **Download**.
The **Generate report** dialog appears.
3. Under **Option 1**, indicate whether to compare a **Process** or a **Snapshot**.
4. Subsequently, right value from the drop-down list.
5. Repeat these steps for **Option 2**.
6. Click **Generate**.

When the report is generated, it is downloaded to your browser's download location.

Background jobs

In **Background jobs** the system Administrator can see what actions have been started such as creating or managing a process. Background jobs are listed with status of the action and a timestamp.

If possible, a link to the process will be included so you can jump right to the process when you click it.

If the list of jobs in **Background jobs** is too long, you can use the filter box at the top. If you enter a couple of letters, the list will be updated and you can easily find the job you are looking for.

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