



This report example displays all columns and the Change in Expenses line.

Expense Report

REFERENCE NO: SampleApt
PROPERTY: Small Apartment Building

	Projected	% of Gross	P.N.U./m	2012	P.N.U./m	2011	2010
Fixed							
Real Estate Taxes							
School Taxes	27,052	13.30%	140.90	27,000	140.63	27,000	24,000
County Taxes	3,865	1.90%	20.13	3,800	19.79	3,800	3,000
Municipal Taxes	1,932	0.95%	10.06	1,932	10.06	1,932	1,500
Insurance	9,662	4.75%	50.32	9,500	49.48	9,500	9,000
Operating							
Water and Sewage	1,932	0.95%	10.06	1,932	10.06	1,500	1,200
Electric	2,000	0.98%	10.42	2,000	10.42	2,000	2,000
Gas	3,865	1.90%	20.13	4,000	20.83	4,500	3,500
Custodial service	1,932	0.95%	10.06	1,500	7.81	1,500	1,500
Maintenance/Repair	5,797	2.85%	30.19	7,000	36.46	4,000	5,000
Management	5,797	2.85%	30.19	5,796	30.19	5,796	5,796
Other							
Advertising	2,000	0.98%	10.42	0		0	0
Reserve							
Reserve for Replacement	<u>3,865</u>	<u>1.90%</u>	<u>20.13</u>	0		0	0
Total Expenses	\$69,698	34.27%	363.01	\$64,460	335.73	\$61,528	\$56,496
Change in Expenses		8.13%		4.77%		8.91%	

Columns Displayed

All Columns can be set to display, or not display, by checking the appropriate boxes in the Expense Report Format window under the Report Formatting tab. When the Projected column is not displayed, the % of Gross and Per Unit columns that are based on the Projected column will not display.

History Columns

The expense amounts and heading above each History column can be changed on the Expense Summary tab. If all expenses for a history column are left empty, that column will not display on this report. Even when expenses in a history column are filled in, that column can be hidden on this report by adding @HIDE to the column heading for that history column.

Per Unit Column

Units (Gross or Net) come from the Basic Income tab or the Advanced Income Window

The calculations in these columns can be displayed in Gross Units or Net Units by setting the desired option in the Expense Report Format window under the General Formatting tab.

The P.N.U. columns automatically display expenses in Per Net Unit Per Month in the above example because the Residential box for this property is checked on the Data Entry view. When the Residential box is not checked, the P.N.U. columns display expenses Per Unit.

Per unit columns can also be set to always display Per Unit Per Month, even when not a Residential property, by setting that option in the Expense Report Format window under General Formatting.

Other Customizable Items - Expense Report Format Window

- Expense Headings can be toggled on or off
- The Change in Expenses line can be toggled on or off
- The Report Title can be changed



This example displays only the History columns with the P.N.U. calculation and the Change In Expenses line.

Expense Report

REFERENCE NO: SampleApt
PROPERTY: Small Apartment Building

	2012	P.N.U./m	2011	2010
<u>Fixed</u>				
Real Estate Taxes				
School Taxes	27,000	140.63	27,000	24,000
County Taxes	3,800	19.79	3,800	3,000
Municipal Taxes	1,932	10.06	1,932	1,500
Insurance	9,500	49.48	9,500	9,000
<u>Operating</u>				
Water and Sewage	1,932	10.06	1,500	1,200
Electric	2,000	10.42	2,000	2,000
Gas	4,000	20.83	4,500	3,500
Custodial service	1,500	7.81	1,500	1,500
Maintenance/Repair	7,000	36.46	4,000	5,000
Management	<u>5,796</u>	<u>30.19</u>	<u>5,796</u>	<u>5,796</u>
Total Expenses	\$64,460	335.73	\$61,528	\$56,496
Change in Expenses		4.77%		8.91%

Settings on the Expense Report Format window under the Report Formatting tab

- Show Projected Amount column box is unchecked
- Show Per Unit column box is checked
- Show Expense Change Line box is checked



This example displays only the History columns and the Change In Expenses line.

Expense Report

REFERENCE NO: SampleApt
PROPERTY: Small Apartment Building

	2012	2011	2010
<u>Fixed</u>			
Real Estate Taxes			
School Taxes	27,000	27,000	24,000
County Taxes	3,800	3,800	3,000
Municipal Taxes	1,932	1,932	1,500
Insurance	9,500	9,500	9,000
<u>Operating</u>			
Water and Sewage	1,932	1,500	1,200
Electric	2,000	2,000	2,000
Gas	4,000	4,500	3,500
Custodial service	1,500	1,500	1,500
Maintenance/Repair	7,000	4,000	5,000
Management	<u>5,796</u>	<u>5,796</u>	<u>5,796</u>
Total Expenses	\$64,460	\$61,528	\$56,496
Change in Expenses	4.77%	8.91%	

Settings on the Expense Report Format window under the Report Formatting tab

- Show Projected Amount column box is unchecked
- Show Per Unit column box is unchecked
- Show Expense Change Line box is checked



This example displays only the History columns and the Change In Expenses line. Expense Headings are not displayed.

Expense Report

REFERENCE NO: SampleApt
PROPERTY: Small Apartment Building

	2012	2011	2010
Real Estate Taxes			
School Taxes	27,000	27,000	24,000
County Taxes	3,800	3,800	3,000
Municipal Taxes	1,932	1,932	1,500
Insurance	9,500	9,500	9,000
Water and Sewage	1,932	1,500	1,200
Electric	2,000	2,000	2,000
Gas	4,000	4,500	3,500
Custodial service	1,500	1,500	1,500
Maintenance/Repair	7,000	4,000	5,000
Management	<u>5,796</u>	<u>5,796</u>	<u>5,796</u>
Total Expenses	\$64,460	\$61,528	\$56,496
Change in Expenses	4.77%	8.91%	

Settings on the Expense Report Format window under the Report Formatting tab

- Show Projected Amount column box is unchecked
- Show Per Unit column box is unchecked
- Show Expense Change Line box is checked
- Show Income/Expense Headings box is unchecked



This example displays only the History columns. Expense Headings are not displayed.

Expense Report

REFERENCE NO: SampleApt

PROPERTY: Small Apartment Building

	2012	2011	2010
Real Estate Taxes			
School Taxes	27,000	27,000	24,000
County Taxes	3,800	3,800	3,000
Municipal Taxes	1,932	1,932	1,500
Insurance	9,500	9,500	9,000
Water and Sewage	1,932	1,500	1,200
Electric	2,000	2,000	2,000
Gas	4,000	4,500	3,500
Custodial service	1,500	1,500	1,500
Maintenance/Repair	7,000	4,000	5,000
Management	<u>5,796</u>	<u>5,796</u>	<u>5,796</u>
 Total Expenses	 \$64,460	 \$61,528	 \$56,496

Settings on the Expense Report Format window under the Report Formatting tab

- Show Projected Amount column box is unchecked
- Show Per Unit column box is unchecked
- Show Expense Change Line box is unchecked
- Show Income/Expense Headings box is unchecked



This simple example displays the projected expenses for an industrial property. One of the History columns was used to enter BOMA data¹, rather than historical data.

Expense Report

REFERENCE NO: Sample Industrial Property
PROPERTY: McMichael Road

	Projected	% of Gross	P.N.U.BOMA 2012	
<u>Fixed</u>				
Insurance	3,698	1.70%	0.09	0.10
<u>Operating</u>				
Management	7,397	3.40%	0.17	0.20
<u>Reserve</u>				
Reserve for replacement	<u>7,397</u>	<u>3.40%</u>	<u>0.17</u>	0.17
Total Expenses	\$18,492	8.50%	0.43	\$0.47

¹ The BOMA data shown is for illustration only and is not actual data from BOMA.



This simple example displays the projected expenses and the current expenses for an industrial property. One of the History columns was used to enter current expenses and another History column was used to enter BOMA data², rather than historical data.

Expense Report

REFERENCE NO: Sample Industrial Property

PROPERTY: McMichael Road

	Projected	% of Gross	P.N.U.	Current	P.N.U.	BOMA 2012
<u>Fixed</u>						
Insurance	3,698	1.70%	0.09	3,500.00	0.08	0.10
<u>Operating</u>						
Management	7,397	3.40%	0.17	7,396.00	0.17	0.20
<u>Reserve</u>						
Reserve for replacement	<u>7,397</u>	<u>3.40%</u>	<u>0.17</u>	5,000.00	0.11	0.17
Total Expenses	\$18,492	8.50%	0.43	\$15,896	0.37	\$0.47
Change in Expenses	16.33%					

² The BOMA data shown is for illustration only and is not actual data from BOMA.



The above examples present just a few of the many combinations that are possible. The Expense Report can be customized by following these steps.

1. Click the Narrative Builder tab on the left side of the Property Data screen.
2. Click the green Format button above the editor.
3. Select Reports.
4. On the left side of the Report Format Properties window is a list of reports. Scroll to the Expense Report that is near the top of the list.
5. Set the preferred options and click the Save Changes button.