



Adding a New Component in Facilities 7

Adding a new component to your reserve study is very easy. Just click on the “New Component” selection in the Main menu, and it opens a “New Reserve Item” dialogue box. This lets you either create the new reserve item manually, Import from Excel, or make a Master List Selection. If you’re adding just a few new items, enter them manually. If it is a large group, then importing from Excel is a better option. The Master List Selection is available only on Master Licenses.

F7 - Sample Condominium Association

Work Area

Main Menu

- New Component
- Component Update
- Global Parameters
- Cash Management
- Reports
- Report Writer
- Report Builder
- Image Manager
- Chart Manager
- Warnings

View Menu

- Components
- Expenditures
- Cash Flow
- Percent Funded
- Cash Availability

Update

- Close

Analysis Information

Property	Financial	System
Number of Phases	4	Analysis Date 01/01/2014
Number of Units	200	Beginning Balance 143,500
Number of Models	3	Inflation Rate 1.00
Common Area Component	9	Weighted Average Life 18:06
Unit Components	0	Current Costs 1,653,000
		Inflation Compounded Annually
		Ownership Format Wholly Owned
		Analysis Format Analysis
		Calculation Method Future Cost
		Warnings 0

View-Reserve Items

Description	Category	Item	Tracking	Estimate Life	Basis	Basis Cost
Door - Unit Entry Metal	Paint	3	Common-LF	10:00	Each	125.00
Garage Door - Double	Paint	4	Common-LF	15:00	Each	100.00
Gutters & Downspouts	Gutters & Downspouts	1	Common-LF	35:00	Set	25,000.00
Light Fixtures	Lights	2	Common-LF	20:00	Each	145.00
Railing	Paint					100.00
Railing Replace	Railing					700.00
Stucco - Paint	Paint					5,000.00
Tile - Replace Underlayment	Roof					0,000.00
Trim Paint	Paint					0,000.00

New Reserve Item

- New Reserve Item
 - Common Area
 - Unit Item
 - Logistical
- Import from Excel
- Master List Selection

Ok Cancel

Click “OK” to enter the single new reserve component.

This opens the New Reserve Item add screen. The steps you need to take to add the component are:

In the common area logistic portion of the screen

- 1) add the description
- 2) select a category from the drop down list, or create a new category
- 3) insert estimated useful life
- 4) enter the measurement basis (such as square foot, each, square, etc.
- 5) enter the basis cost
- 6) for “Tracking” the default assumes “1” for a single item. If you have multiple identical components that you wish to track, just enter the number of them and the screen expands for the number of items entered
- 7) “Method” is “Fixed” by default, and the other choices are “Adjusted” or “One Time”

In the “Component Data” portion of the screen

- 1) Enter the “Service date” (Date placed in service) – The default date is the “Initial Date” of the project.
- 2) “Replace Date” defaults to “Service Date” plus estimated useful life. Modify if necessary
- 3) Enter Quantity – current and future cost are calculated automatically

See next page to see how to enter notes and images

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New Reserve Item

Common Area - Logistic

Description: Roof - Asphalt Shingle Category: Roof

Item Number: 10 NA

Exclude Inflation:

Estimated Useful Life: 35:00

Measurement Basis: Square

Basis Cost: 67.0000

Tracking: Single Item 1

Method: Fixed

Component Data

Code	Service Date	Replace Date	Replace Yr:Mn	Quantity	Current Cost	Future Cost	Description	Location	Condition
910-000-0010	07/01/2004	07/01/2039	25:06	22400.00	1,500,800.00	1,934,273.37			Good

If you later need to make changes to any reserve item, just double click from the work area screen and it will open the Reserve item Edit/Delete screen, which is virtually identical to this New Reserve Item screen.

To insert narrative notes and images, you need to select “Item Notes” from the “View menu.” This opens the “Report Note” screen as shown below. Then, just start typing to enter in any narrative you want, or copy and paste from another document.

F7 - Sample Condominium Association

Edit/Delete Reserve Item

View Menu

- Component Data
- Item Notes**

Update

- Save
- Close
- Delete

Note Editor

- Merge List
- Import new Image
- Insert Table
- Table Border
- Cell Background

Common Area - Logistic

Description: Roof - Asphalt Shingle Category: Roof

Item Number: 10 NA

Exclude Inflation:

Estimated Useful Life: 35:00

Measurement Basis: Square

Basis Cost: 67,000

Tracking: Single Item 1

Method: Fixed

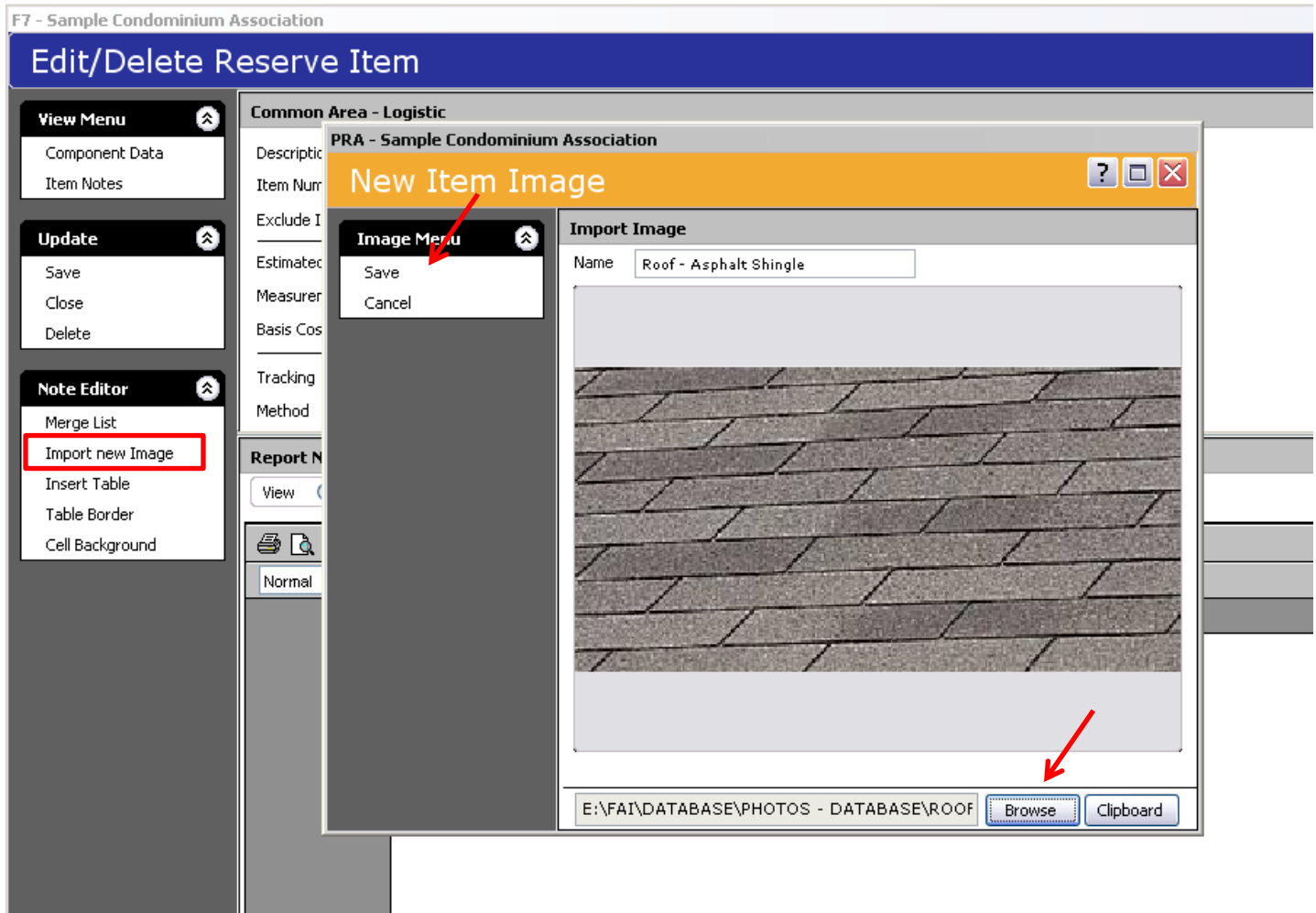
Report Note

View Template Merge

Normal Arial 12 B I U 100% A A

Roof is asphalt shingle with a 30 year warranty

To insert images, you must be on the item note screen. Click on “Import New Image” from the Note Editor menu, and the “New Item Image” screen opens. The image name automatically defaults to the component name. Click “Browse” at the bottom of the screen, find your image, and it will appear in the window. Click “Save” to save the image and close the New Item Image screen.



The “Image” appears as HTML text on the Item Note screen.

F7 - Sample Condominium Association

Edit/Delete Reserve Item

View Menu

- Component Data
- Item Notes

Update

- Save
- Close
- Delete

Note Editor

- Merge List
- Import new Image
- Insert Table
- Table Border
- Cell Background

Common Area - Logistic

Description: Category:

Item Number: 10 NA

Exclude Inflation:

Estimated Useful Life:

Measurement Basis:

Basis Cost:

Tracking: Single Item

Method:

Report Note

View Template Merge

100%

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Roof is asphalt shingle with a 30 year warranty

`<%IMG= Roof - Asphalt Shingle,250 %>`

See next page to see how to view image. Even though the default appears as HTML text here, any report including photos will automatically merge the image so that it appears as a normal photo.

Merged Image on Item Note screen.

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Edit/Delete Reserve Item

View Menu

- Component Data
- Item Notes

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- Save
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- Delete

Note Editor

- Merge List
- Import new Image
- Insert Table
- Table Border
- Cell Background

Common Area - Logistic

Description: Category:

Item Number: 10 NA

Exclude Inflation:

Estimated Useful Life:

Measurement Basis:

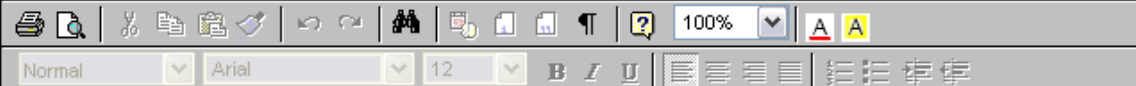
Basis Cost:

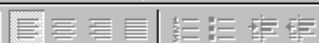
Tracking:

Method:

Report Note

View: Template Merge



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Roof is asphalt shingle with a 30 year warranty

