

# ARGUS Enterprise®

## 2 Day Standard AE Training + ½ Day Certification Prep

This 2.5-day Certification Training Class is designed for new-to-intermediate users of ARGUS Enterprise who are looking to learn ARGUS Enterprise and prepare to take the ARGUS Enterprise Certification Exam. The modules that are covered in the course include Valuation- Cash Flow, Portfolio Level Reporting and Sensitivity. Courses concentrate on practical applications of the software through interactive examples and case studies. Participants are exposed to a large cross section of the software's capabilities, fundamentals and unique nuances. The additional half day of the course will cover certification preparation material, best practices, top calculations, review questions and an additional case study.

---

### Day 1

#### Morning Session

9:00 AM – 12:00 PM

- Introduction to AE
- Navigation Pane
- Portfolio and Property Creation
- Entry of Revenues, Expenses and Costs
- Custom Global Views
- Single Tenant Entry
- Market Leasing Profiles
- Case Study – Single Tenant

### Day 1

#### Afternoon Session

1:00 PM – 4:00 PM

- Additional Rent Roll
  - Increasing Base Rent
  - Fixed Step - % Increase
  - One-Time Increase
- Retail Tenant (Percentage Rent)
- Option & Reabsorb Leases
- Space Absorption
- Market Leasing Increases
- General Vacancy
- Audit Reports – Lease Audit
- Case Study – Multi-Tenant

### Day 2

#### Morning Session

9:00 AM – 12:00 PM

- Detailed Recovery Structures
- Expense Groups
- Gross Up
- Reference Only
- Other Categories
- Case Study – Recoveries & Categories
- Investment Tab
- Valuation Tab
- Audit & Valuation Reports
- Case Study – Investment & Valuation

### Day 2

#### Afternoon Session

1:00 PM – 4:00 PM

- Filtering/Sorting/Grouping
- Report Packages
- Filters
- Portfolio Level Reporting
- Sensitivity Analysis
- Chart of Accounts / Property Budget
- Additional Case Studies
- Additional Review Questions

### Day 3

#### Morning Session

9:00 AM – 12:00 PM

- ARGUS Enterprise Certification Preparation
  - What to Expect
  - Preparing for Section 1
  - Preparing for Section 2
- Top 10 Calculation Savers
  - Fixed %
  - Renewal Probability
  - Market Leasing Profiles
  - General Vacancy
  - Free Rent
  - Leasing Commissions
  - Net
  - Base Year Stop
  - Gross Up
  - Percentage Rent
- Section 1: 50 Review Questions
- Section 2: Case Study Practice