

ARGUS Enterprise®

VIRTUAL TRAINING (NORTH AMERICA)

Online courses include training comprised of real-world scenarios. Course descriptions and topics are listed below.

Each session is \$450, up to four students. For each student over four there is an additional \$75 per person per session. To set up an instructor led online training session, please contact us at USTRaining@altusgroup.com

Below we offer a couple of recommended learning tracks based on the ARGUS Enterprise license:

- ARGUS Enterprise “Basic Edition” Training Track
- ARGUS Enterprise “Standard Edition” Training Track

After the recommended learning tracks there are additional optional training’s a user can choose from.

ARGUS Enterprise ‘Basic Edition’ Training Track

The ARGUS Enterprise “Basic Edition” Training Track is geared to new users of ARGUS. The ARGUS Enterprise “Basic Edition” Training Track is comprised of five core courses that will help get you started on navigating, modelling and auditing within ARGUS Enterprise.

Session 1: Introduction to ARGUS Enterprise

The **Introduction to ARGUS Enterprise** course will offer an overview of the Portfolio and Property level interfaces found within ARGUS Enterprise. The course will also cover an overview of setting up a basic commercial property with inputs that include miscellaneous revenues, operating and capital expenses, and a single office tenant. A property cash flow report will be generated to review.

Session 2: Rent Roll

The **Rent Roll** course will cover the set-up of office and retail tenants utilizing complex rent schedules and leasing terms. Rent changes will be applied through base rent increases, fixed step increases, and percentage rent. The course will also illustrate how to lease up vacant space through Space Absorption. Multiple tenant and audit reports will be run to review the file.

Session 3: Detailed Recovery Structures

The **Detailed Recovery Structures** course will model simple and complex office and retail recovery structures and apply them to tenants and market leasing profiles. The course will also cover applying a gross-up at the property and tenant level and creating reference only accounts. Individual tenant and expense recovery reports will also be used in this course.

AE Session 4: Investment, Valuation & Portfolio Reporting

The **Investment, Valuation & Portfolio Reporting** course will cover the investment and valuation functions in the Valuation-Cashflow module including Purchase Price, Debt Financing, Resale Calculations, and Present Value Discounting. Along with inputting data, various Investment and Valuation reports will be viewed. The user will also create a General Vacancy for a property while excluding specific tenants from the calculation. Finally, a user will learn how to run Portfolio level reports and set up key parameters.

AE: Session 5: Efficient modelling, Auditing & Risk Analysis

The **Efficient modelling, Auditing & Risk Analysis** course will take the user through the import process and go through the best steps for auditing a property. Useful reports and reporting features will also be discussed as well as commonly viewed reports for real-world risk analysis. This course also goes through common shortcut keys, templates and how to get additional help through the ARGUS Community.

[ARGUS Enterprise 'Standard Edition' Training Track](#)

The ARGUS Enterprise "Standard Edition" Training Track is comprised of the ARGUS Enterprise "Basic Edition" Training Track plus an additional course covering Sensitivity and XL4ADW.

Session 6: Sensitivity and XL4ADW

The **Sensitivity and XL4ADW** course will cover additional modules and features found within ARGUS Enterprise. The user will learn how to run a sensitivity analysis across their portfolio in ARGUS Enterprise, which includes navigation overview and how to modify assumptions in the properties, inflation, market, leasing and valuation tabs. The Analysis tab will be covered, in which a user will learn how to create pivot grids, analytical charts and graphs at the Portfolio level. The Audit Log functionality will be covered. XL4ADW will be used to show how to export AE data into an Excel workbook, how to make changes and import it back into AE. Finally, an overview of the Budget feature found in AE will be presented to the client.



ARGUS Enterprise – Additional Learning Modules

Advanced Office

This course will cover advance Office data entries for ARGUS Enterprise. The user will learn how to activate, enter and view GAAP Rents, enter tenant specific incentives, changing square footage at the building and tenant level, and Option and Lease Breaks in the Rent Roll.

Advanced Retail

This course will cover advanced Retail data entries for ARGUS Enterprise. The user will learn how to create advanced detailed reimbursement schedules that include expense specific gross-ups and percentage rent offset. The user will also learn how to enter advanced level Percentage Rent inputs. Recovery and Percentage Rent specific reports will be viewed.

Apartments

This course will cover the creation of an Apartment – Multifamily property inside of AE. The user will be walked through creating a portfolio specific for an Apartment. During this session a user will learn to create an Apartment property from scratch, enter in Market Leasing information, enter in Revenues and Expenses specific to an apartment, and enter in Investment and Valuation information pertaining to the property. A case study is included at the end for the client to build on their own.

Hotels

This course will cover the creation of a Hotel property inside of AE. The user will be walked through creating a portfolio specific for a Hotel. During this session a user will learn to create a Hotel property from scratch, enter in Market information, Room, Departmental, and Parking Revenues, Operating and Capital Expenses, and entering in Investment and Valuation information pertaining to the property. A case study is included at the end for the client to build on their own.