These instructions are for Lease Abstract Version 10.8
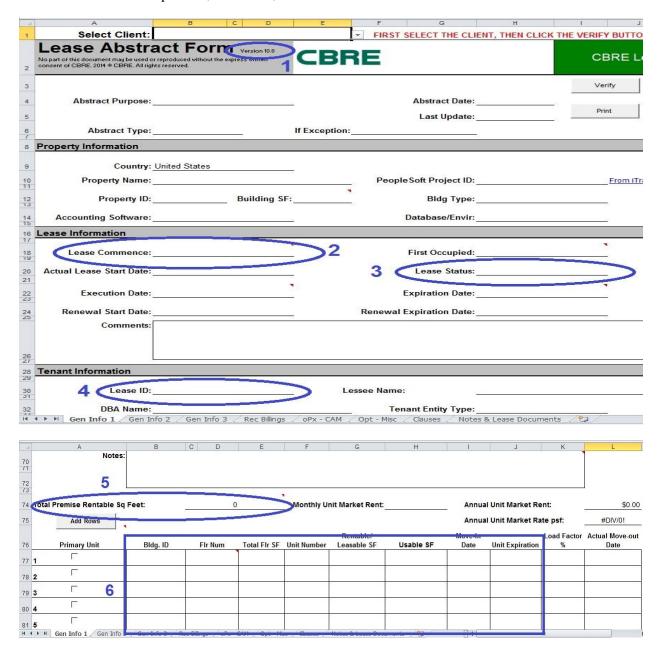
AXIS INPUT FIELDS:

Worksheet Name	Excel Field Name	Cell Address	Field Type
Gen Info 1	LeaseID	B30	Text
Gen Info 1	Lease Commence:	B18	Date
Gen Info 1	Lease Status:	H20	Integer (dropdown)
Gen Info 1	Total Premise Rentable Sq Feet:	C74	Number
Gen Info 1	Bldg. ID	B77:B177	Text
Gen Info 1	Flr Num	C77:C177	Text
Gen Info 1	Total Flr SF	E77:E177	Number
Gen Info 1	Unit Number	F77:F177	Text
Gen Info 1	Rentable / Leaseable SF	G77:G177	Number
Gen Info 1	Usable Sf	H77:H177	Number
Gen Info 1	Move-in Date	I77:I177	Date
Gen Info 1	Unit Expiration	J77:J177	Date
Opt - Misc	TI Allowance (PSF):	B48	Number
Opt – Misc	Type	A22:A23	Integer (dropdown)
Opt – Misc	Required?	B22:B23	Bit (dropdown)
Opt – Misc	Tickler Date	C22:C23	Text
Opt – Misc	Notice Period	D22:D23	Text
Opt – Misc	Effective Date	F22:F23	Text
Opt – Misc	Annual Amount	H22:H23	Text
Opt – Misc	Term	K22:K23	Text
Opt - Misc	Comments	L22:L23	Text
oPx - CAM	Rec Type	A10:A23	Integer (dropdown)
oPx - CAM	Start Date	E10:E23	Date
oPx - CAM	End Date	F10:F23	Date
Rec Billings	Billing Category	A10:A39	Integer (dropdown)
Rec Billings	Unit Number	E10:E39	Text
Rec Billings	Start Date	F10:F39	Date
Rec Billings	End Date	G10:G39	Date
Rec Billings	Amount	H10:H39	Number
Rec Billings	Frequency	I10:I39	Integer (dropdown)
Rec Billings	Annual Rate (psf)	L10:L39	Number

Gen Info 1 Tab:

1. Version number (used in code to know which excel cell to grab, not saved)
2. Lease Commence, DateTime, Cell B18
3. Lease Status, Integer (dropdown in LA), Cell H20
4. Lease ID, String, Cell B30
5. Total Premise Rentable Sq Feet, Integer, C74
6. Unit/Suite info grid
   a. Bldg. ID, string, Cell B77-100
   b. Flr Num, string, Cell C77-100

  c. Total Flr SF, number, Cell E77-100

  d. Unit Number, string, Cell F77-100

  e. Rentable SF, number, Cell G77-100

  f. Usable SF, number, Cell H77-100

  g. Move in Date, DateTime, Cell I77-100
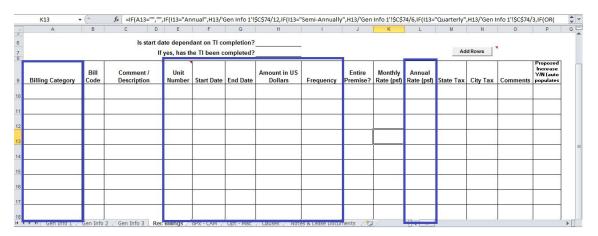
  h. Unit Expiration, DateTime, Cell J77-100

Rec Billing Tab:

Recurring Billing Grid:

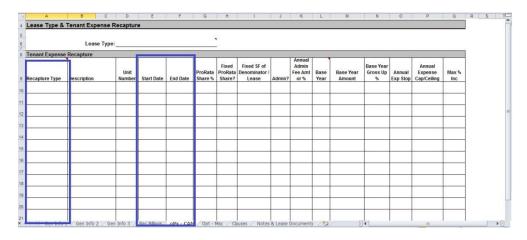- Billing Category, integer (Dropdown in LA), Cell A10-39

- Unit Number, string, Cell E10-39
- Start Date, DateTime, Cell F10-39
- End Date, DateTime, Cell G10-39
- Amount, Number, Cell H10-39
- Frequency, Integer (Dropdown in LA), Cell I10-39
- Annual Rate (psf), number, Cell L10-39
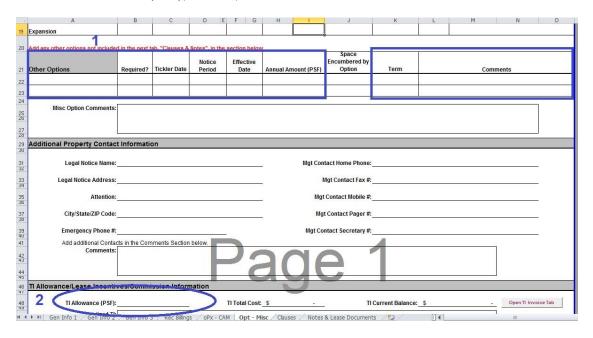

oPx – Cam Tab:

Tenant Expense Recapture Grid:

- Rec Type, Integer (Dropdown in LA), Cell A10-39
- Start Date, DateTime, Cell E10-39
- End Date, DateTime, Cell F10-39

Opt – Misc Tab:

1. Opt Misc Lease Options Grid
   a. Type, integer (Dropdown in LA), Cell A22-23
   b. Required?, bit (Dropdown in LA), Cell B22-23
   c. Tickler Date, string, Cell C22-23

d. Notice period, string, Cell D22-23
   e. Effective Date, string, Cell F22-23
   f. Annual Amount (PSF), string, Cell H22-23
   g. Term, string, Cell K22-23
   h. Comments, string, Cell L22-23
2. TI Allowance (PSF), number, Cell B48
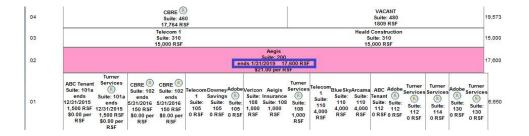

Control Panel Report Suite Mapping:
(Same for both Expiration and Stacking Report)

When there's an Option Type (OPT Misc Tab 1A): Right of First Offer, it will show the "R" image and when you hover over the tenant, it will show the Right of First Offer Notice Period Date (OPT Misc Tab 1D) filled in.

RSF - Gen Info 1 Tab, field 6E

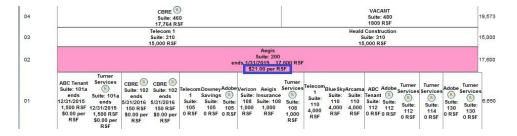Expiration Date - Gen Info 1 Tab, field 6H

$ per RSF = Amount X Frequency / RSF

Frequency = (annually = 1, monthly = 12, quarterly = 4, semi-annually)
RSF = (from Gen Info 1 tab, matching the Unit Number from recurring billing Grid to Gen Info 1 Grid Unit Number)

This Number is based on the current date and which Recurring Billing period it falls into.

Control Panel Expiration Report Exposure Table:

Start Date (Move-in Date) - Gen Info 1 Tab, field 6G

End Date (Unit Expiration) - Gen Info 1 Tab, field 6H

RSF - Gen Info 1 Tab, field 6E

	Tenant	Term	Start	End	Final Rent	RSF	R/RSF
5	C.H. Robinson Company Inc	4	9/12/2011	9/30/2015	$143,289.00	15,921	$9.00
5	Goss LLC	7	7/1/2008	6/30/2015	$80,319.96	5,020	$16.00
				Year Totals:	$223,608.96	20,941	$10.68
7	Canadian Consulate	30	4/1/1987	3/31/2017	$253,856.52	15,996	$15.87
7	Detroit Renaissance, Inc.	19	9/1/1997	3/31/2017		16,417	
				Year Totals:	$253,736.52	32,413	$7.83

Final Rent = Rec Billing Tab Grid: Amount X Frequency (annually = 1, monthly = 12, quarterly = 4, semi-annually)

R/RSF = Rec Billing Tab Grid: Amount X Frequency / RSF

Frequency = (annually = 1, monthly = 12, quarterly = 4, semi-annually)
RSF = (from Gen Info 1 tab, matching the Unit Number from recurring billing Grid to Gen Info 1 Grid Unit Number)

These Numbers are based on the current date and which Recurring Billing period it falls into.

Exposure

r	Tenant	Term	Start	End	Final Rent	RSF	R/RSF
5	C.H. Robinson Company Inc	4	9/12/2011	9/30/2015	$143,289.00	15,921	$9.00
5	Goss LLC	7	7/1/2008	6/30/2015	$80,319.96	5,020	$16.00
				Year Totals	$223,608.96	20,941	$10.68
7	Canadian Consulate	30	4/1/1987	3/31/2017	$253,856.52	15,996	$15.87
7	Detroit Renaissance, Inc.	19	9/1/1997	3/31/2017		16,417	
				Year Totals	$253,736.52	32,413	$7.83

Control Panel Stacking Report Mapping:

Rentable SF – Gen Info 1 tab, premise grid, item 6E. When mapping each Abstract Unit to Axis Suite, if the RSF is different, the system will ask you to pick which is the correct one. If you select Axis, it will save the number from Axis Places Suite. If you select the Abstract RSF, it will update Axis Places Suite's RSF and save that number.

Lease Commence – Gen Info 1 tab, item 2.

TI Allowance – Opt-Misc tab, item 2.

Lease Summary

Floor Number: 17
Suite Number: 1700
Rentable SF: 16417
Lease Commence: 01 Sep 1997
Lease Status: Active
TI Allowance: 55

Effective Date – Opt-Misc tab, item 1e
Annual Amount - Opt-Misc tab, item 1f
Term - Opt-Misc tab, item 1g
Tickler Date - Opt-Misc tab, item 1c
Comments - Opt-Misc tab, item 1h

All Rent info is from Rec Billing Tab in the Rec Billing Grid, based on the year of a Rent entry.
Amount x Frequency x (RSF from Gen Info 1 tab, matching the Unit Number from recurring billing Grid
to Gen Info 1 Grid Unit Number)

This Box shows all tenants with OPT Misc Tab, Item 1D entered. When there's an Option Type(OPT
Misc Tab 1A): Right of First Offer, and it will show the Right of First Offer Notice Period Date.

(The notice period is empty because the Abstract uploaded had the Right of First Offer entry, but the
notice period for those entries were left empty.)

Right Of First Offer

Tenant Name	Notice Period
C.H. Robinson Company Inc	
Blue Cross Blue Shield of Michigan/EIN	
Canadian Consulate	
Detroit Renaissance, Inc.	
Goss LLC	