

**Tutorials** 

## Investment Detective Version 2.1

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## Adding a New Portfolio

Property Investing.com

1. Open the New Portfolio dialog by selecting **File > New Portfolio** from the main menu, pressing CTRL + P.

Ele	Options Calculator	s <u>T</u> ools
	New Portfolio	Ctrl+P
1	New Property	Ctrl+N
æ	Print	•
5	Export Property	
5	Import Property	
12	Save	Ctrl+S
7	Roll Over Manager	Ctrl+R
	Egit	

2. Enter a Name for the new portfolio, select the financial year start, select the Base Currency and the Display Currency then click Ok.

Portfolio		
Title	NZ Properties	
Financial Year Start	JAN 🔽	
Base Currency	NZD 🔽	
Display Currency	AUD 🔽	
	Ok	Cancel

### **Deleting a Portfolio**

1. Select the portfolio to be deleted and right click on the tab. Select the Delete "Portfolio" option.



2. A warning is presented asking for confirmation that the portfolio is to be deleted. Click "**Yes**" to delete the portfolio or click "**No**" to keep the portfolio.



### **Copy/Move a Property Between Portfolios**

1. Select a property to be copied or moved and right click the tab. Select the copy or move option and then the portfolio the property is to be copied or moved to.



2. A message is displayed asking for confirmation that the property be copied or moved. Click Ok to proceed or click Cancel to abandon the copy or move.

Confirm 🛛 🕅
Click Ok to copy this property
OK Cancel

3. A confirmation message is displayed to confirm the property has been copied or moved.

Investme 🔀
Copy Complete
ОК

#### Adding a new property

- 1. Select the portfolio where the new property is to be added.
- 2. Open the New Property Wizard by selecting File > New Property from the main menu, pressing CTRL + N or click on the New Property Button

Ele	Options Calculators	s <u>T</u> ools
1	New Portfolio	Ctrl+P
1	New Property	Ctrl+N
۲	Print	•
	Export Property	
	Import Property	
1	Save	Ctrl+S
7	Roll Over Manager	Ctrl+R
	Exit	

Ne<u>x</u>t > 3. The "New Property Wizard" is displayed. Click the Next button to proceed to the following pages or the Back button to return to previous pages. \*\* It is NOT required to enter any information on any page.



Property Investing.com

- 4. At this point a new blank property can be created by clicking the "Finish Now" button Finish Now, Use this only if you are an experienced user.
- 5. Click the "Next" Button to proceed to the "Property Details" page and enter detail information if applicable.

Property Wizard	
Property Wizard	Property Title Property 6 Purchasing Entity Street Address
Tracking Down Your Property Profits	State / Province
	Post / Zip Code
	Country
Finish N	low < <u>Back</u> Ne <u>x</u> t > Cancel

- 6. Click the "Next" Button to proceed to the "Property Costs" page and enter,
  - a. Property cost and deposit amount.
  - b. Estimated property value and capital gain.
  - c. Cash receipts, Rent and other income.

\*\* Make sure each cost is allocated to the correct cost type, Cash, Loan or Equity.

Property Wizard					
	P	rope	rty Costs		
	Purchase F	Price	0.00		
	Deposit %	20	0.00	Cash	~
SEST W	Bak	ance	0.00	Cash	~
	Estima	sted	Property Value	e	
	Current Market V	alue	0.00		
11 11 14	Capital Apprecia	ation	0.00	p.a.	
FCT	Weel	kly C	ash Receipts		
	Weekly F	Rent	0.00	2	
Tracking Down	Expected Occupa	ancy	48 92.31	%	
Your Property Profits	Adjusted F	Rent	0.00		
	Other Weekly Inc	ome	0.00	2	
	Tax Ber	nefit	0.00	2	
Finish Now < Back Negt > Cancel					

- 7. Click the "Next" Button to proceed to the "Closing Costs" page and enter all costs related to the purchase of the property.
- \*\* Make sure each cost is allocated to the correct cost type, Cash, Loan or Equity.

Property Wizard				
	Closing Co	osts (1st Yr Only)		
	Allocate	All Closing Costs to	Cash	*
	Legal Costs	0 🔊	Cash	۷
CST2	Loan Application Fees	0 🔊 (	Cash	4
	Mortgage Registration	0 🔊 (	Cash	Y
STORE	Mortgage Duty	0 🔊 (	Cash	~
	Mortgage Insurance	0 🔊	Cash	~
FOT	Other Borrowing Costs	0 🔊	Cash	~
5611	Stamp Duty	0 🔊 (	Cash	~
Tracking Down	Building Inspections	0 🔊 (	Cash	~
Your Property Profits	Initial Repairs	0 📓 0	Cash	~
	Miscellaneous Costs	0 🔊 (	Cash	~
	Finders Fee	0 🔊	Cash	~
	Closing Costs Total	0		
	Purchase Price Tot	al O		
Finish Now < Back Next > Cancel				

8. Click the "Next" Button to proceed to the "Financial" page and enter the interest rate, period, repayment frequency and repayment type for Loan and Equity finance where applicable.

Property Investing.com	۱ Investme	nt Detective V	ersion 2.1	
Property Wizard				
		Loan Finance	-	
	Amount	0.00	2	
	Rate	7.32 % Period (yrs) 30		
SEST 0	Frequency	Monthly		
	Туре	Principal & Interest		
	Repayment	0.00 🔏	0	
the start	Alw	Always Calculate Repayment 🗹		
SOT		Equity Finance		
2611	Amount	0.00	2	
Tracking Down	Rate	7.32 % Period (yrs) 30		
Your Property Profits	Frequency	Monthly		
	Туре	Principal & Interest		
	Repayment	0.00	0	
	Alw	ays Calculate Repayment 💽	2	
	Cash Need	ded 0.00		
Finish N	ow < Back M	Vext > Cancel		

9. Click the "Next" Button to proceed to the "Ongoing Costs" page and enter to costs associated with the annual running and management of the property.

	Ongoing Costs Ann	ually
	Total Loan Repayments	0.00
	Property Management Fees	0.00 % 7.5
ESTA	Other Management Costs	0.00 🔊
	Body Corporate Fees	0.00 🔊
SUNE	Council Rates	0.00 🔊
En la	Utility Rates	0.00 🔊
FOT	Land Tax	0.00 🔊
	Insurance Premiums	0.00 🔊
Tracking Down	Maintenance Costs	0.00 % 5
Your Property Profits	Miscellaneous	0.00 🔊
	Capital Costs	0.00 🔊
	Total Cash Payments	0.00
	Depreciation	0.00 🔊
	Ongoing Costs Total	0.00
Finish	Now < Back Next >	Cancel

10. Click the "Next" Button loss to proceed to the "Finish" page.

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11. Click the "Finish" Button **Einish** to create the new property.

## **Copying a Property**

roperty Investing.com

- 1. Select and then right click on the property tab you want to copy, make sure the property to be copy is selected.
- 2. Click the "Create New Property From property name"

Propertylnvesti	ing.com's - Investment Detective
File Options Calcula	tors Help
Home Properties	Calculation Mode Monthly 💙 Display Prop
Property 1 Property	2
Mode	Create New Property From Property 2
Budget 📀	Rename Property 2
	Delete Property 2
Purcha	Delete Al
ă	Loan Appeca

- 3. The "New Property Wizard" is displayed with the selected properties figures already entered.
- 4. Unless the figures need to be changed, click the "Finish Now" button to create an exact copy of the selected property.

#### **Deleting Individual properties**

- 1. Select and then right click on the property tab you want to delete, make sure the property to be deleted is selected.
- 2. Click "Delete property name"

1	Create New Property From Property 5	
10	Copy Property 5 to	٠
-	Move Property 5 to	•
A3	Rename Property 5	
ò	Delete Property 5	
40	Delete All	

3. A warning is presented asking for confirmation that the property is to be deleted. Click "**Yes**" to delete the property or click "**No**" to keep the property.

Warnin	e 🔀		
	WARNING		
-	You are about to delete property 'Property 2'		
Are you sure you want to do this?			
	THIS CANNOT BE UNDONE!		
	<u>Y</u> es <u>N</u> o		

## **Deleting All properties**

1. Right click on a property tab.



3. A warning is presented asking for confirmation that all properties are to be deleted. Click "**Yes**" to delete all properties or click "**No**" to keep all properties.

Warnin	e 🛛 🔀		
	WARNING		
	You are about to delete 'ALL' properties!		
	Are you sure you want to do this?		
THIS CANNOT BE UNDONE!			
	Yes No		

## **Renaming a Property**

- 1. Select and right click on the property tab you want to rename, make sure the property to be renamed is selected.
- 2. Select "Rename property name".



3. Enter the new property name into the rename dialog and click Ok.

Property Title	3
Enter a property Title	
Property 2	
OK Cancel	

## **Adding a Photo**

1. Click on the camera button 📧 next to the property image holder.



2. Find and select 1 or more photos using the property image dialog and click "Open"



3. The selected photos are now displayed in the property image holder.



You can repeat this process to add more photos to a property.

## **Exporting a Property**

1. Select a property to be exported

PropertyInvesting.com's - Investm	ent Dete
Ele Options Calculators Help	
Calculation Mode Monti	ily 👱
🚯 Home 🗭 Properties 🥵 Portfolio	
📔 123 Jones St 📔 456 Smith St 📄 %	7 Fred St

2. Click on the Export Property menu option

1	New Portfolio	Ctrl+P	ode
1	New Property	Ctrl+N	artí
۹	Print	•	\$t
2	Export Property		C
5	Import Property		
1	≦ave	Ctrl+S	
7	Roll Over Manager	Ctrl+R	
	E⊻it		

3. Type in a file name and select a location to save the export file and click Save



A compressed file containing the property details including its history, images and documents will be created.

### **Importing a Property**

Property Investing.com

1. Select the Portfolio where the property is to be imported into

Eile	Options	Calculators	Help	
		Calcu	lation Mode	Monthly
1	Home	Properties	🗭 Portfo	lio

2. Click on the Import Property menu option

1	New Portfolio	Ctrl+P	ode
	New Property	Ctrl+N	artí
۹	Print	•	st
	Export Property		C
5	Import Property		Ĩ
1	≦ave	Ctrl+S	
4	Roll Over Manager	Ctrl+R	
	Exit		

3. Select the property file to import (.idp file) and click Open

Open						? 🛛
Look jn:	C Property	~	0	ø 🖻	•	
My Recent Documents	123 Jones St.idp 123 Smith St.idp					
Desktop						
My Documents						
My Computer						
<b>S</b>	File name: 123	Jones St.idp		~		<u>O</u> pen
My Network	Files of type: Inve	estment Detective Property (*.	idp)	~		Cancel

A new property is created in the currently selected portfolio.

PropertyInvesting.com's - Inv	restmen
Elle Options Calculators Help	1
Calculation Mode	Monthly
🚯 Home 🧭 Properties 🛸 Portfo	olio
123 Jones St	
Property Type	

## **Using The Calculation Mode**

1. Click on the calculation mode drop down selection box on the toolbar.

Mont	hly		1
Week	dy		
Fortn	iġh	tly	
Mont	hly.		
Quar	terl	У	
Bi-An	nua	ally	
Annu	ally		
	-		

2. Select the period that represents how the figures are to be displayed.

Alternately, the following shortcut keys can be used to select different calculation modes.

CTRL + SHIFT + W	Weekly
CTRL + SHIFT + F	Fortnightly
CTRL + SHIFT + M	Monthly
CTRL + SHIFT + Q	Quarterly
CTRL + SHIFT + B	<b>Bi-Annually</b>
CTRL + SHIFT + A	Annually

## **Setting Up Defaults**

1. Open the Defaults configuration by selecting **Options > Properties > Defaults** from the main menu.



2. Change the values to represent how new properties are to be populated when created.

Property Defaults			
Property Costs		Loan	
Deposit % 20	Cash 🔽	Rate %	7
Balance	Cash 💌	Period	30
Rent		Frequency	Monthly 🔽
Expected Occupancy	48	Туре	Principal & Interest 💌
Closing Costs		Equity	
Allocate All Closing Costs to	Cash 💌	Rate %	7
Ongoing Costs Annually		Period	30
Property Management Fees	% 7.5	Frequency	Monthly 🖌
Maintenance Costs	% 5	Туре	Principal & Interest 🛛 🗸
			Ok Cancel

3. Save the changes by clicking "Ok" or click "Cancel" to abandon the changes.

## **Using The Global Settings Function**

1. Open the Global settings by selecting **Options > Properties > Global Settings** from the main menu.

Opti	ons <u>C</u> alculators	Too	ls <u>H</u> e	lp
4	Properties	•		Defaults
2	Calculators		9	Global Settings
212	Exchange Rates		A	Calculate All Repayments
•	Preferences			-

This dialog always opens with the default property values set.

Property Global Settings		
Property Costs		Loan
Balance	Cash 💌	Rate % 7
Deposit % 20	Cash 💌	Period 30
Reot		Principal & Interest 💙
Expected Occupancy	48	Monthly 💌
Closing Costs		Equity
Allocate All Closing Costs to	Cash 💌	Rate % 7
Ongoing Costs Annually		Period 30
Property Management Fees	% 7.5	Principal & Interest 💌
Maintenance Costs	% 5	Monthly 💌
Select All Select None		Close Apply

- 2. Change the values that are to be applied to all displayed properties.
- 3. Click the check box next to the changed values on.
- 4. Click the "Apply" button.

Tip: A quick way to reset all displayed properties back to the defaults is to open the Global settings, Step 1, then click "Select All" and Click "Apply".

Note: Make sure that the "Display Property Type" mode is set correctly. The global settings will be applied to all displayed properties except "Sold Properties".

## **Using The Rollover Function**

#### Adding rollover figures

 Open the Rollover Manager by selecting File > Rollover Manager from the main menu or click on the Rollover Button on the toolbar.



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2. Optionally set the "Display Property Type" drop down to limit the properties displayed.



3. Optionally select a property to check the rollover details.



4. Set the financial year for the rollover figures to be saved.



5. Click the check box on for all properties that are going to be rolled over.



6. Optionally check on the "Clear Budget" and/or "Clear Actuals".



7. Click the Rollover Selected Button Roll Over Selected to complete the rollover.

Property Inveșting.com	Investment Detective	/ersion 2.1	JATPAC Designs
Rollover Manager			
Display Property Type All	Rollover detail 003-2004 ollover for financial year starting 1/July 2003		
🔲 Clear Budget 📄 Clear Actuals	Close		
Deleting rollover	figures		

1. Open the Rollover Manager by selecting File -> Rollover Manager from the main menu or click on the Rollover Button () on the toolbar.

Options Calculators	: <u>T</u> ools
New Portfolio	Ctrl+P
New Property	Ctrl+N
Print	•
Export Property	
Import Property	
Save	Ctrl+S
Roll Over Manager	Ctrl+R
E⊻it	
	Options Calculators New Portfolio New Property Print Export Property Import Property Save Roll Over Manager Exit

2. Click on a property.



3. Click on the rollover to be deleted

Rollover detail	
1998-1999	
1999-2000	
2000-2001	
2001-2002	
2002-2003	
2003-2004	

4. Press the Delete key, a confirmation will display, click Ok to delete the rollover figures or click Cancel.



### **Printing History**

This applies to all history tabs.

1. Select the History Tab for a property.



2. Click the Print Button Print on the History Page.



3. Select the history years to print and click Ok.



4. Click Ok on the print dialog.



## **Exporting History**

Property Investing.com

This applies to all history tabs.

1. Select the History Tab for a property.

History							
 2.	Click the	Save But	tton 🛄	Save	n the Hi	story Pa	age.



3. Select a folder to save the file and enter a file name.

Save your histo	ory					? 🔀
Save jn:	😂 InvestmentDe	tective	~	3 🕫 🖻	• 🛄 •	
My Recent Documents	Property1-Histo Property3-Histo	wy.xls wy.xls				
Desktop						
My Documents						
My Computer						
<b>S</b>	File name:	Property2-History.xls				Save
My Network	Save as type:	Excel Files (".xls)				Cancel

## Using The What If Mode

1. Click the "What If" Radio button What If O to put the current property into "What If" mode.



- 2. Change any figure or setting to try out different budget scenarios.
- 3. If the new figures are acceptable, copy the "What If" figures to the budget by clicking the accept button Accept, this will put the property back into "Budget Mode" or

- 4. If the new figures are not acceptable, click the "Budget" radio button Budget So to change back to budget mode without changing any budget figures **or**
- 5. If the "What If" figures need to be set back to the original budget figures, click the Reset button Reset.

### **Registering Investment Detective**

Note: Before registering Investment Detective, make sure all other programs have been shut down and you are logged onto your computer as a local user. There are some security and VPN programs that may interfere with the registration process.

- 1. When you purchase a copy of Investment Detective, you're name and a valid e-mail address must be provided. This is used to create a license key that is e-mailed to you.
- 2. Start Investment Detective and open the registration dialog by clicking on the Help -> Register from the main menu.

Help		
13	Help	
8	Support	
3	Reports	•
3	Tools	
8	Tutorials	
8	Register	
P	About	

3. Enter the **License Code** from the E-Mail into the registration dialog and click Ok.

Registration
This software is registered
Key 200000-30000000-3000-3000000
DISCLAIMER: The information provided by this software is intended as a guide only. No person should rely on this information without first obtaining from a qualified professional person advice relevent to their situation. Please consult your financial adviser before purchasing any property for investment purposes. Use of this software is on the basis that the authors are not responsible for the results of any actions taken after using this software and that the authors are not engaged in providing professional or other advice or services. The authors expressly disclaim all and any liability and responsability to any person using this software and of the consequances of anything done or omitted to be done by any such person in reliance, whether wholly or partially, upon the whole or any part of this software and information provided by this software.
Ok Cancel

4. A confirmation will display confirming the successful registration.



