

Assetti Data Essentials

To take full advantage of Assetti, it is crucial that all core data related to your assets are in Assetti. With complete data, you can understand the current status of your assets. To do this, Assetti gathers information from multiple data categories and values together through various data fields.

- **Required data fields**
 - The data fields that are marked as **“Required”** are mandatory for mapping or calculation purposes, especially when importing data into Assetti. To ensure your data is entered correctly into Assetti, you need to complete all the required data fields. When importing, your import will not work without these fields.
 - As most of the required data fields are used for mapping data, they are also described as *unique identifiers*. Those fields identify data, like properties, leases etc., so they must be unique and consistent within Assetti.
- **Recommended data fields**
 - Data fields marked as **“Recommended”** are important information for consistent and accurate data structure. These fields help you to get most of Assetti. For example, entering the primary street address of a property allows the property to be shown on a map view.
- **General data fields**
 - Based on your own needs, general data fields can be used to reinforce and enrich your Assetti account. General data fields are not listed in the following tables.

All the required and recommended data fields are listed below and described in the following pages, following our import templates. Assetti import templates can be downloaded from the Assetti Import menu, accessible through your user menu.

*Options can be customized in the account 'settings', under the 'user menu.'

PropertyImportTemplate.xls

PROPERTY IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Property information	(A-AB)	<i>General information of a property.</i>
Cost center	A	Required. A unique identifying ID for linking all property related data to a property. This can be a new combination of numbers and letters or, if you have an existing system, use the ID provided there. Leave the field empty if you want to only use property name as an identifier.
Property name	B	Required. The unique name of a property. If there's no cost center, Assetti will use property name as a unique identifier for linking property related data to a property.
Description	C	Recommended. Here you can add any information you and your colleagues need for the property, from facts about it's neighborhood to the local transportation. This is an open field and allows 3000 characters.
Asset type*	G	Required. Property asset type category, Eg. gross rent, net rent, or triple rent. This is used for filtering and reviewing properties in Assetti.
Asset class*	H	Required. The category of investments that behave similarly and share similar financial characteristics, such as retail, parking. etc.. This is used for filtering and reviewing properties in Assetti.
Portfolio	I	Required. The name of the property's portfolio, a collection of selected assets. Each property can belong to only one portfolio.
Portfolio type*	J	Required (if in use). A classification for the type of portfolio, like fund or holding company. This is used for filtering and reviewing properties in Assetti.
Portfolio company ID	K	Recommended. A unique ID used to establish a sub-portfolio relationship between portfolios.
Property type*	M	Required. The classification for the asset, such as apartment building, retail, etc. This is used for filtering and reviewing properties in Assetti.



Primary address	P, Q, R, U	Recommended. Primary street address of the property. This is used for showing your assets on a map.
Plot information	(AC-AX)	Plots are one part of a property; one property can have multiple plots. Use the same property data for each row you import a new plot with to make sure the different plots are linked to a single property.
Real estate Id	AC	Recommended. A unique ID of your plot, issued by authority. This will also be used as the name of the plot.
Plot cost center	AD	Recommended. Unique identifier to link accounting data of your plots. If your plots have a unique cost center from your property, their financial data will be grouped with the property data.
Plot ownership type*	AH	Recommended. Defines how you own the plot.
Plot lease end date	AI	Recommended. If you lease the plot, this is the date that lease ends.
Plot area	AJ	Recommended. The area of this plot.
Building information	(AY-BT)	Buildings are included as part of a property, one property can have multiple buildings. Use the same property data for each row you import a building with to make sure they are linked to a single property.
Building cost center	AY	Recommended. A unique identifier to link accounting data of your buildings. If your buildings have a unique cost center from your property, their financial data will be grouped together.
Building Id	AZ	Recommended. A unique identifier of a building, which will be used as the building's name. If you have multiple buildings, be sure to have unique building id's for each property.
Building net floor area	BJ	Required. The usable floor area of a building in square meters or feet. This is used to measure key performance metrics in Assetti.
Building total area	BK	Required. The total floor area contained within the building measured to the external face of the external walls, in square meters (m ²).
Building floor area	BN	Recommended. The total area of a single floor.
Building gross lettable area	BO	Required. Total amount of lettable area of a property.



PROPERTY VALUE IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Cost center	A	Required. The unique identifying ID for linking all property related data to a single property. This can be a new combination of numbers and letters or, if you have an existing system, use the ID provided there. Leave the field empty if you want to only use property name as an identifier.
Property name	B	Required. The unique name of a property. If there's no cost center, Assetti will use property name as an unique identifier for linking property related data to a property.
Month	C	Required. The date of the valuation. Input date or month, Eg. dd/MM/yyyy or MM/yyyy. If you are importing multiple values with different valuation dates to the same property, separate all the values into different rows. Remember to use the same property name in each row to link the values to the same property.
Acquisition price	D	Recommended. The price that was paid for acquiring a property. This value is used for calculating value changes of property and for yield calculations, if market value of the property is missing.
Market Value	E	Required. The current or most recently-quoted price of a property. Market value is used for calculating yield and value changes of the property. If property market value is missing Assetti will use acquisition price instead.

BOOK VALUE IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Property name	A	Required. The unique identifying ID for linking all property related data to a single property. This can be a new combination of numbers and letters or, if you have an existing system, use the ID provided there.
Property cost center	B	Required. The unique name of a property. If there's no cost center, Assetti will use property name as an unique identifier for linking property related data to a property.



Real estate Id	C	Recommended. A unique official ID of your plot, issued by an authority. Input this field when importing the book value of a plot and it will be used as an identifier to link your plot.
Plot cost center	D	Recommended. A unique identifier to link accounting data of your plot. Input this field when importing book value of a plot, it will be used to link your plot along with property Id.
Building name	E	Recommended. Also referred to as building id, this is unique identifier of a building. Input this field when importing the book value of a building and it will be used to link to your building.
Building cost center	F	Recommended. The unique identifying ID for linking all building related data. This can be a new combination of numbers and letters or, if you have an existing system, use the ID provided there.
Account name	G	Required. The name of an asset in your account book, which corresponds with an account code. If you don't have a separate account name for each asset, you can create a name by using the property's name.
Account code	H	Required. The code of an asset in your account book, which corresponds with the account name. This and account name are essential to save the asset's book value in the system. If you don't have a separate account code for each asset, you can create a name by simply using the property's cost center.
Valuation date	I	Required. The date of the book value. Input date dd/MM/yyyy. If you are importing values with different valuation dates to the same property, separate all the values into different rows. Remember to use the same property name in each row to link the values to the same property.
Value	J	Required. The book value of a respective account

UnitsTemplate.xls

UNIT IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Cost center	A	Required. A unique identifier of a property, please use Property ID to fill in this column. This should be the same as the Cost center in the Property import file. .



Property	B	Required. Input manually, either with a property name or primary address. This should be the same as Property name in Property import file. The property name is also a unique identifier in Assetti.
Building Id	C	Recommended. The unique identifier of a building, which will also be used as the building's name. If you want to link units to existing building, use the ID of a building that you have already imported. If you use a new ID, a new building will be created in Assetti.
Unit Id	F	Required. A unique identifier ID of the unit. We recommended using a unique name for each unit.
Type	G	Recommended. What type of unit this is. This helps you to find the units via filtering or targeted searches.
Area	J	Required. Total rentable area of the unit (m ²). Area is used to calculate vacancy. If the unit is a parking plot, leave the field empty.

LeaseImportTemplate.xls

LEASE IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Contract id	A	Required. Your unique identifier of the lease agreement. This is for linking data to contracts or for creating a new contract.
Unit id	C	Required. Your unique identifier ID of the lettable unit. This is for linking an existing unit to a lease. If "Unit Id" does not address an existing unit in Assetti, a new unit will be created. We recommended using a unique name for each unit.
Tenant name	D	Required. Input according to lease data, this should be the formal name of the tenant (to be invoiced to)
Property name	E	Required. Unique name of a property. A unique identifier used to link units to an existing property. If "Property name" does not link to an existing property in Assetti, a new property will be created.
Cost center	F	Required. A unique identifier of a property. This is used for linking lease incomes to a property. Input cost center according



		to your existing systems. Leave the field empty if you want to only use a property name as an identifier.
Rent	U	Required. Your monthly rental income from the lease.
Lease start date	AD	Required. The actual start date of the lease. If the date is in the future, the lease will be set on pending stage.
Notice period	AI	Recommended. The number of months your company has to give to notify a tenant if you are ending the lease. Can also be how many months a tenant has if they wish to end their lease.
First possible notice date	AJ	Recommended. The first possible date when the contract can be terminated.
End date	AK	Recommended. The actual date the lease ends. You can leave this blank if your lease doesn't have a fixed date.
Index Type	AS	Recommended. Use if you make use of our automated indexation. This specifies which source you use to create new rental adjustments.
Surface area	BL	Required. Total rentable area of the unit (m ²). Surface area is used to calculate vacancy. You can leave the field empty if you have already imported unit information into Assetti. If the unit is a parking plot, leave the field empty as well.

IncomeAndCostsTemplate.xls

INCOME AND COSTS IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Cost center	A	Required. A unique identifier of a property. This is used for linking incomes and costs to a property. Leave the field empty if you want to only use the property name as an identifier.
Property name	B	Required. Unique name of a property. If property does not have a Cost center, Assetti will use property name as a unique identifier for linking incomes and costs to a property.
Month	C	Required. Allocation month or date of the income and costs, Eg. dd/MM/yyyy or MM/yyyy. Cash flow values are saved as monthly data in Assetti.



Income	D	Required. The total monthly incomes of the property. Input according to your financial data.
Costs	E	Required. The total monthly costs of the property. Input according to your financial data.

OPEXImportTemplate.xls

OPEX IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Cost center	A	Required. A unique identifier of a property. This is used for linking OPEX information to a property. Leave the field empty if you want to only use the property name as an identifier.
Property name	B	Required. The unique name of a property. If property does not have a Cost center, Assetti will use property name as a unique identifier for linking OPEX to a property.
Month	C	Required. Allocation month or date of the operational expenses, Eg. dd/MM/yyyy or MM/yyyy. OPEX and other cash flow values are saved as monthly data in Assetti.
Type	D	Required. You can save both actual and budgeted expenses in Assetti, this field is to indicate if the expense is actual or budget value.
OPEX Information	(E-U)	Input according to your financial data. The labels of the accounts can be customised in your account's settings.

ContactsTemplate.xls

CONTACT IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Lease Id	A	Required. Your unique identifier ID of the lease agreement. This is for linking contact with the correct respective lease. Leave the field empty if contact does not have leases.
Tenant	B	Required. The name of a tenant. A tenant can be either an organisation or a private individual.



Business Id	C	Required. Unique business identification number of an organizational tenant, for example 1234567-8.
Company email	G	Recommended. Email address of an organizational tenant. If the tenant is an organization, input contact email here.
Contact email	H	Required. Email address of a private individual tenant. If the tenant is a private individual, input contact person's email here.

RepairImportTemplate.xls

REPAIR IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Repair ID	A	Required. An ID for your repair, which is used as an identifier for a repair.
Cost center	C	Required. The unique identifier of a property. This is used for linking a repair to the correct property.
Property name	D	Required. The unique name of a property. This is used for linking a repair to the correct property.
Status	G	Recommended. This defines if a repair is only a projection (planned) or has been done (completed).
Classification	H	Recommended. This is used to define the types of repairs. This information is relevant for repair KPIs.
Start date	L	Recommended. The estimated end date for planned repairs and actual end date for completed repairs.
Completed date	M	Recommended. This is relevant if repair's status is completed.
Cost estimate	N	Recommended. This is relevant if repair's status is planned
Actual cost	O	Recommended. This is relevant if repair's status is completed.



AccountMapTemplate.xls*

ACCOUNT MAP IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Account map	A	Required. A name for your account map file. One account map can be used for multiple properties, thus this name is used as identifier for the mapping structure.
Account code	D	Required. The unique code of a financial account from your bookkeeping system. This is used as an identifier to map financial data to the correct mapping structure.
Account name	E	Recommended. Corresponding to account code, this is the name of the financial account from your bookkeeping system.
Type	F	Required. The financial account type is based on Assetti's supposed structure. You can select from the present values the data type for each account. This type decides in which section your data will be saved in Assetti.
Sub-type	G	Required. This specifies the sub-group of an account based on selected type. This also reflects Assetti's supposed structure and comes with present values.

PnLTemplate.xls**

PNL IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Property name	D	Required. The unique name of a property, used as identifier to link the financial data to the correct property.
Cost center	E	Required. A unique identifier of a property. This is used for linking PnL information to a property.
Month	F	Required. Allocation month or date of the operational expenses, Eg. dd/MM/yyyy or MM/yyyy. Financial data is saved as monthly data in Assetti.



Account map	G	Required. Name of the account map file based on which the financial data should be mapped.
Account code	H	Required. Unique code of the financial account used in your account map. When importing data for multiple accounts, add each account in a separate row with all information on property, month, and account map.
Account name	I	Recommended. The name you assign to the respective accounts.
Value	J	Required. The value of a respective account. Enter it in your desired currency and remember to set that currency while importing.
Type	K	Required. You can save both actual and budgeted information in Assetti, this field is to indicate if the financial data is actual or budget value.

UtilityTemplate.xls

UTILITY IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Contact	A	Required. This must be an existing contact person or organisation
Property	B	Required. A unique identifier of a property. This is used for linking information to a property.
Lease	C	Recommended. Ignored if the property name is missing. If the utility is linked to a specific lease or unit, then completing those columns is recommended.
Unit	D	Recommended. A unique Assetti Unit ID. If the utility is linked to a specific lease or unit, then completing those columns is recommended..
Utility Type	E	Required. These must be an existing utility type setting before you import.
Sum	H	Required. The actual, numerical value of the utility. Input according to the currency settings of your account.



Rent Type	I	Required. Must be an existing rent type; can be a rent code or the combination of rent code and description
Utility period start date	K	Required. The starting date for the utility charge.
Utility period end date	K	Required. The end date for the utility charge.
Invoicing period start date	L	Recommended. This is only needed if you are invoicing the customer with Assetti.
Invoicing period end date	M	Recommended. This is only needed if you are invoicing the customer with Assetti.
VAT%	N	Recommended. The VAT percentage charged to the customer.

FinancialInformationTemplate.xls

FINANCIAL INFORMATION IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Portfolio company ID	A1	Recommended. Parent or group company identifier, e.g. Business ID
Portfolio name	A2	Recommended. Parent or group company identifier, e.g. cost center.
Property cost center	A3	Required. The property or real estate unique cost centre ID.
Property name	A4	Required. A unique property or real estate name.
Account Map	A6	Required. The chart of accounts that is used to map the information in reporting.
Account code	C6	Required. The account number from the account map or chart of accounts from the accounting information.
Type	E6	Required. Defines if the data is 'actual' or 'budget' from the accounting information.
Months	F6-Q6	Required. At least one month's value is required. Value from the bookkeeping that is saved for the account number, starting from column F and running until column Q, row 7. Row 6 header is



		defined as the month. Subtotals are not imported, if used. Assetti will show values based on the content of the file.
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RentsbyRenttypeTemplate.xls

RENTS BY RENT TYPE IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Lease ID	B	Required. Your unique identifier ID of the lease agreement. This is for linking contact with the correct respective lease.
Cost Centre	C	Required. The unique identifier of a property
Property name	D	Recommended. Input manually, either with a property name or primary address. The property name is also a unique identifier in Assetti.
Unit ID	E	Required. A unique identifier of a unit. Multiple units can be linked to a lease
Floor area	F	Recommended. The area of the unit in square meters.
Tenant	G	Recommended. This should be the formal name of the tenant (to be invoiced to)
Lease start date	H	Recommended. If the date you entered is in the future, the lease will be set to a pending stage.
Lease end date	I	Recommended. If there is not a set end date for the lease, leave this empty.
Rental period start date	J	Required. The starting date of the rental period. This does not need to be the same as the beginning of the lease
Rental period end date	K	Recommended. If available. Outstanding rents should be filed without an end date
Rent type code	L	Required. The unique identifier for this rent type. This can be defined in the 'rental types' under your user menu.
Rent type name	M	Recommended. The name you give to the rental type, which can be defined in the 'rent types' under your user menu.



VAT	N	Required. Input in percentage (%), if used. For example, this can be left empty if not used or anything greater than 0 when applied
Rent (excl. VAT)	O	Required. Rental amount excluding the VAT. You either need to fill the rent including VAT or the rent excluding VAT.
Rent (incl. VAT)	P	Required. Rental amount including the VAT. You either need to fill the rent including VAT or the rent excluding VAT.
Rent per area (excl. VAT)	Q	Recommended. This sum is reached by dividing the surface area by the monthly rent value without VAT. Either need to fill the rent including VAT or the rent excluding VAT
Rent per are (incl. VAT)	R	Recommended. This sum is reached by dividing the surface area by the monthly rent value with VAT. Either need to fill the rent including VAT or the rent excluding VAT.
Annual rent (excl. VAT)	S	Recommended. This sum is the monthly rent times 12, without VAT. Either need to fill the rent including VAT or the rent excluding VAT
Annual rent (incl. VAT)	T	Recommended. This sum is the monthly rent times 12, without VAT. Either need to fill the rent including VAT or the rent excluding VAT

PaymentImportTemplate.xls

PAYMENTS IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Payment No.	B	Required. Your unique identifier of the payment.
Payment	D	Required. Payment (currency) that has been made to the landlord's bank account
Invoice No.	E	Required. The payment is linked to the invoice based on this information.
Payment Date	H	Required. The date the payment was made



RENT TYPE IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Rent type map name	A	Required. The name given to the rent type.
Rent code	B	Required. The numerical value used to identify the rent type, if you don't have this code you can assign it a random number string e.g. 001, 002, etc.
Rent description	C	Recommended. A description of this type of rent.
Rent type	D	Required. Selection from a drop menu consisting of rent, service charges, utility charges, other rent, and discount. Input options provided in drop down list of example rows or add new by typing in a different item. These options can be customised beyond the existing list.

DEPOSITS IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Lease ID	A	Required. Your unique identifier ID of the lease agreement. This is for linking contact with the respective lease.
Tenant	B	Recommended. The name of a tenant. Tenants can be either an organisation or a private individual.
Deposit type	C	Recommended. Choose the type of deposit from the choices of bank, cash, or payment commitment.
Deposit status	D	Recommended. Choose the status from received, not received, or not applicable.
Deposit payment date	E	Recommended. The date/month to which the information is saved
Deposit provider	F	Recommended. A bank, or other financial institute or group company that provides security/guarantee/deposit for the lease
Deposit expiring date	G	Recommended. The date/month to which the financial information is saved



Reimbursement date	H	Recommended. The date that the deposit is reimbursed.
Deposit Sum	I	Recommended. The financial amount of the deposit.

InvoicingTemplate.xls

INVOICING IMPORT DATA		
<i>Field name</i>	<i>Column</i>	<i>Note</i>
Invoicing Number	A	Required. Your unique identifier ID of the invoice.
Reference No.	C	Required. Your unique ID of the invoice.
Landlord	D	Required. The contact who rents out land, a building, or accommodation
Business ID	E	Recommended. A unique identifier of a business.
Cost center	I	Required. Unique number that links information to the property
Property Name	J	Required. Input manually, either with a property name or primary address. This should be the same as Property name in Property import file.
Lease ID	K	Required. Unique identifier of a lease. This should be the same as the lease ID in that import file.
Tenant Name	L	Required. The name of a tenant. Tenants can be either an organisation or a private individual.
Business ID (tenant)	M	Recommended. Unique identifier of the tenant's business ID
Quantity	O	Required. The amount of the item being invoiced
Invoice Date	Q	Required. The date the invoice is issued
Due Date	T	Required. The date the invoice is due
Rent Description	V	Required. Combined with "Rent Code" as "Type"
VAT%	W	Required. The VAT rate, written as a percentage.



NET	X	Required. The net amount of the invoice.
VAT amount	Y	Required. The numeric amount of the VAT rate.
Gross	Z	Required. The gross amount of the invoice.

*Account map import is only relevant when the Account map feature is activated, feature available for Professional subscription and above

** PnL import is only relevant when the Financial information feature is activated, feature available for Professional subscription and above