

# Using DF Converter : Your Guide

## OVERVIEW

### DF CONVERTER

**Basic Rule:** Use the original brochure pdf, not a pdf of a photo of a dirty or marked hard copy version, so as to minimize the cleaning effort required.

#### Steps in Conversion

- Step 1: Find and open the pdf in DF Converter using the Apple Uploader.
- Step 2: Find and tap on one or more pages with the tenancy schedule.
- Step 3: Tap the Convert button.
- Step 4: Send the new xlsx file to your iPad or Laptop/Desktop for cleaning.

### EXCEL

#### Stages in Cleaning

- Stage 1: Remove extraneous rows/columns.
- Stage 2: Check for and correct small (but significant) entry errors

## CLEANING PROCESS

### Stage 1: Deletion

When you create an Excel file from a PDF brochure there is always some and often much extraneous material converted above and below the schedule, and even to the right or left of it.

To ensure a smooth import process with Dashflow, it is best to clean that new Excel file thoroughly. The most convenient way is to duplicate the worksheet ensuring the new sheet-to-be-modified is in the first position.

Dashflow might import without cleaning, but some irrelevant rows can cause the import to fail. Even if import proceeds well, irrelevant rows will likely lead to error messages that clutter up your list of genuinely important Import Warnings.

**Clean** means totally and absolutely clean: delete **all rows and columns** except the header and the standard tenancy/vacancy rows/columns. Keep any Comments column, but everything else must go.

**Delete** any blank rows within the schedule. Delete names of buildings that have their own row and relate to rows below. Always delete the top row label (e.g. "Tenancy Schedule" or property name) and any Subtotals or Totals rows as well.

**Remove** rows that are commonly viewed as part of the rent roll like free-floating car parking, utility licenses and other income. These income rows should be manually entered into Dashflow after importing by using OTHER INCOME.

*This Stage should usually take you under 30 seconds.*

## Stage 2: Correction

Once you can view the Tenancy Schedule without irrelevant material, compare your converted Excel table to the PDF table and do a check of the quality of the conversion. There could be some errors. However, because errors will likely be few and isolated, you must look carefully and scan systematically.

As every CRE professional knows, checking is a good discipline because the investor/advisor has to be familiar with the tenancy status of each unit in the deal.

*This Stage might take you a few minutes or even longer, depending on the size and complexity of the schedule and your interest in the details.*

### SUGGESTED CHECK PROCEDURE

#### 1. Check the headers:

Are they all in their own single cells? are they spelled correctly? do they head up the correct columns? If two headers are in one column (e.g. Rent Review and Break Date), then give them two columns.

#### 2. Check tenant names:

This is mainly to ensure Vacancies are explicit (Vacant, Vacancy, Vacant Possession). If a Vacancy name has extra explanatory text (e.g. "Vacant ex-JoeBloggs Ltd"), remove that extra text (i.e. "ex-JoeBloggs Ltd") to the Comments column which will be imported.

#### 3. Check for ERV column:

Tenancies will be assigned your ERV default value if there is no ERV column (which is common), but vacancies will not be imported at all without an ERV value. So make a point of adding a market rent column (e.g. ERV psf/psm, perhaps with a % markup) and recognize that any rent pa and rent psf cells will be ignored in the case of vacancies.

#### 4. Check minor anomalies:

Scan each Tenant row and systematically look for anomalies: they will usually jump out at you. Here are some examples of errors:

- **Two cells are merged:** unmerge and check entry in each is correct.
- **Cells with multiple entries:** convert to a single entry (e.g. by adding two numbers, or by creating two rows, or by adding an extra column)
- **Dates with one or more spaces** in the number string e.g. 2 7/12/201 8
- **Periods as the separator** for thousands instead of commas (or vice versa in countries with a different convention) e.g. 2,075 is converted to 2.075.