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# Portfolio Valuation Reports for Finance *(Templates)*

A guide into creating and using templates for the various report types that are available in the Portfolio Valuations system.

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## Introduction

To use Portfolio Valuations a template file is required. This document will take you through creating an appropriate template file for your needs.

A subscription is required to the appropriate add-on products for VRM and VIN lookup. As such, VRM and VIN are displaying in italics.

Vehicle Identity columns are marked as option as they do not all need to be specified. To create a valid file you may specify the Cap Id for each vehicle, this will require you to specify the “VehicleType” column. The same is true if you are using a CapCode. You may use VRM or VIN lookup, which does not require the addition of the “VehicleType” column.

The “Current Mileage” column is always optional. In the absence of a “Current Mileage” on a report that gives you a valuation for today, we will use a combination of input columns to estimate a “Current Mileage”

## Template For all report types (Default Template)

To use the Portfolio Valuation system a CSV (Comma Separated Value) file is required. To run each report there are certain columns that are required.

Please note: The columns you input can be in any order but the column name must match what is described below.

### Mandatory Columns

- First Registered Date – *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Mileage
- Agreement End Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Estimated Total Mileage
- Sold Price
- Sold Mileage
- Sold Date - *Date Format (yyyyMMdd - 20171101)*
- Excess Mileage Charge

### Optional Columns

- CapCode
- Cap Id
- Vrm
- Vin
- VehicleType – (Car, Bike, Lcv, Hgv) – (Used when specifying CapCode or Cap Id)
- Current Mileage
- Guaranteed Minimum Future Balance/Balance at Voluntary Termination Date/ Future Outstanding Balance

The optional “Current Mileage” column will allow the user to specify the mileage of the vehicle as it is today. If this is missing, we estimate the mileage based on the “Agreement Start Date”, “Agreement End Date”, “Agreement Start Mileage” and “Agreement Estimated Total Mileage”.

Vrm and Vin lookups are only available if you subscribe to the appropriate add-on products.

Once you have a file in the format as above, you will be able to add data and submit it to create a report.

## Used Values Report

The Used Values report gives the user valuations for their fleet as of today. To use this report we recommended that the “Current Mileage” column is added to get the most accurate valuations.

### Mandatory Columns

- First Registered Date – *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Mileage
- Agreement End Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Estimated Total Mileage

### Optional Columns

- Cap Id\*
- CapCode\*
- Vrm\*
- Vin\*
- VehicleType – (Car, Bike, Lcv, Hgv) – (Used when specifying CapCode or Cap Id)
- Current Mileage

\* At least 1 of these columns need to be specified

The optional “Current Mileage” column will allow the user to specify the mileage of the vehicle as it is today. If this is missing, we estimate the mileage based on the “Agreement Start Date”, “Agreement End Date”, “Agreement Start Mileage” and “Agreement Estimated Total Mileage”.

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## Future Values Report

The Future Values report gives the user valuation for their fleets for a period in the future. This report takes the “Agreement End Date” and generates a valuation for the date. The mileage that is used is an interpolated value based on the “Agreement Start Mileage” and the “Agreement Estimated Total Mileage” unless the “Current Mileage” column exists.

### Mandatory Columns

- First Registered Date – *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Mileage
- Agreement End Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Estimated Total Mileage
- Guaranteed Minimum Future Balance/Balance at Voluntary Termination Date/ Future Outstanding Balance

### Optional Columns

- Cap Id\*
- CapCode\*
- Vrm\*
- Vin\*
- VehicleType – (Car, Bike, Lcv, Hgv) – (Used when specifying CapCode or Cap Id)
- Current Mileage

\* At least 1 of these columns need to be specified

The optional “Current Mileage” column will allow the user to specify the mileage of the vehicle as it is today. If this is missing, we estimate the mileage based on the “Agreement Start Date”, “Agreement End Date”, “Agreement Start Mileage” and “Agreement Estimated Total Mileage”.

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## Identification Report (Id report)

The Id report allows you to get the Cap Id for each vehicle you specify. To use this report you must specify at least a CapCode, Vrm or Vin for each vehicle.

### Mandatory Columns

- First Registered Date – *Date Format (yyyyMMdd - 20171101)*

### Optional Columns

- Cap Id\*
- CapCode\*
- Vrm\*
- Vin\*
- VehicleType – (Car, Bike, Lcv, Hgv) – (Used when specifying CapCode or Cap Id)

\* At least 1 of these columns need to be specified

Vrm and Vin lookups are only available if you subscribe to the appropriate add-on products.

Once you have a file in the format as above, you will be able to add data and submit it to create a report.

## Unsold Report

The Unsold Report gives users the ability to value each vehicle that is beyond the “Agreement End Date” and is not marked as “Sold”. The report uses the “Sold Price”, “Sold Mileage” and the “Sold Date” to identify any vehicle that is sold. These vehicles are ignored and the remainder are valued using “Current Mileage”, if specified, otherwise the “Estimated Total Mileage”.

### Mandatory Columns

- First Registered Date – *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Mileage
- Agreement End Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Estimated Total Mileage
- Sold Price
- Sold Mileage
- Sold Date - *Date Format (yyyyMMdd - 20171101)*
- Guaranteed Minimum Future Balance/Balance at Voluntary Termination Date/ Future Outstanding Balance

### Optional Columns

- CapCode
- Cap Id
- Vrm
- Vin
- VehicleType – (Car, Bike, Lcv, Hgv) – *(Used when specifying CapCode or Cap Id)*
- Current Mileage

The optional “Current Mileage” column will allow the user to specify the mileage of the vehicle as it is today. If this is missing, we estimate the mileage based on the “Agreement Start Date”, “Agreement End Date”, “Agreement Start Mileage” and “Agreement Estimated Total Mileage”.

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## Disposal Report

The Disposal Report gives users the ability to value each vehicle that is marked as sold. The system identifies vehicles that are beyond the “Agreement End Date” and have the three following columns populated: “Sold Price”, “Sold Mileage” and “Sold Date”. Profit and Loss columns are generated using the “Guaranteed Minimum Future Balance/Balance at Voluntary Termination Date/ Future Outstanding Balance” to give the user an idea of how much they have gained or lost, along with our valuation.

### Mandatory Columns

- First Registered Date – *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Mileage
- Agreement End Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Estimated Total Mileage
- Sold Price
- Sold Mileage
- Sold Date - *Date Format (yyyyMMdd - 20171101)*
- Guaranteed Minimum Future Balance/Balance at Voluntary Termination Date/ Future Outstanding Balance

### Optional Columns

- CapCode
- Cap Id
- Vrm
- Vin
- VehicleType – (Car, Bike, Lcv, Hgv) – (Used when specifying CapCode or Cap Id)
- Current Mileage

The optional “Current Mileage” column will allow the user to specify the mileage of the vehicle as it is today. If this is missing, we estimate the mileage based on the “Agreement Start Date”, “Agreement End Date”, “Agreement Start Mileage” and “Agreement Estimated Total Mileage”.

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## Movement Report

The Movement Report gives users the ability to check vehicle prices against 2 different months up to 5 years in the past.

### Mandatory Columns

- VehicleType – (Car, Bike, Lcv, Hgv)
- First Registered Date – *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Mileage
- Agreement End Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Estimated Total Mileage
- Guaranteed Minimum Future Balance/Balance at Voluntary Termination Date/ Future Outstanding Balance

### Optional Columns

- Cap Id\*
- CapCode\*
- Vrm\*
- Vin\*
- Current Mileage

\* At least 1 of these columns need to be specified

The optional “Current Mileage” column will allow the user to specify the mileage of the vehicle as it is today. If this is missing, we estimate the mileage based on the “Agreement Start Date”, “Agreement End Date”, “Agreement Start Mileage” and “Agreement Estimated Total Mileage”.

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## Mileage Report

The Mileage Report gives users the ability to predict which vehicles are going to go over their expected total estimated mileage, Users' can also add a charge for every mile that the Agreement will be exceeded.

### Mandatory Columns

- VehicleType – (Car, Bike, Lcv, Hgv)
- First Registered Date – *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Start Mileage
- Agreement End Date- *Date Format (yyyyMMdd - 20171101)*
- Agreement Estimated Total Mileage
- Guaranteed Minimum Future Balance/Balance at Voluntary Termination Date/ Future Outstanding Balance
- Excess Mileage Charge

### Optional Columns

- CapCode\*
- Cap Id\*
- Vrm\*
- Vin\*
- Current Mileage

\* At least 1 of these columns need to be specified

The optional "Current Mileage" column will allow the user to specify the mileage of the vehicle as it is today. If this is missing, we estimate the mileage based on the "Agreement Start Date", "Agreement End Date", "Agreement Start Mileage" and "Agreement Estimated Total Mileage".

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