

BCO Data Form: Instructions

- 1) Before using the tool, be sure to gather the data you'll need in order to complete the data form for each option. See the field list on the following page for guidance.
- 2) If you are using Excel 2003 or earlier, before opening the BCO Data Form tool, please install the Excel Analysis Toolpak Add-In:
 - a) On the Tools menu, click Add-Ins.
 - b) In the Add-Ins available box, select the check box next to Analysis Toolpak, and then click OK.
 - c) Tip If Analysis Toolpak is not listed, click Browse to locate it.
 - d) If you see a message that tells you the Analysis Toolpak is not currently installed on your computer, click Yes to install it.
 - e) Click Tools on the menu bar. When you load the Analysis Toolpak, the Data Analysis command is added to the Tools menu.
- 3) Open the BCO Data Form file. You will see one tab with the name "GoToForm".
- 4) There are five buttons on the sheet. Click on the "Current Asset Data Form" button.
- 5) Excel will minimise and the BCO Data Form will appear. Fill in each field as indicated on the attached sheet.
- 6) To add another property, click the 'New' button and fill in the fields for this property.
- 7) To remove a property, click the 'Delete' button or 'Undo New' when appropriate.
- 8) Once you have finished entering the data, hit the 'Enter' key or click the 'Close' button.
NB: If you hit the 'Esc' (Escape) key or click on the Window close button in the upper right corner, you will lose the data you have entered.
- 9) Excel will now reappear. The next step is to fill in the form for Option A and Option B. If you want to prevent repetitive data entry, you can click on the 'Copy Current Data to Options' button. This will copy the current asset data you've just entered into each option. Then you only have to change the fields that are necessary to define each option.
- 10) Click on the 'Option A Data Form' button. You can either fill in the fields as before or, if you have used the 'Copy Current Data to Options' button, just edit the fields you want to change. For instance, for Option A you may want to lower the GIA or headcount.
- 11) Once you have entered or edited the data for Option A, hit the 'Enter' key or click the 'Close' button.
- 12) Excel will reappear again. Click on the 'Option B Data Form' button and enter or edit the necessary data.
- 13) Once you have entered the data for each option, click the 'Create Outputs' button. Please note that this process can take several minutes depending on your computer's processing power and which version of Excel you are using. Excel 2007 is recommended for faster results.
- 14) A dialogue box will appear requesting a start date for the analysis. Choose a date in the future which corresponds with the information you have entered for each option. (i.e. the date that you anticipate future change). The date should be the 1st of the month. Click 'OK' to confirm.

- 14) The BCO Data Tool will create a separate Excel file for each property you have added. These files will be created in the same directory as the BCO Data Tool itself.
The name will be structured: BCO Data Tool "*Property Name*" Output.xls.
- 15) Each file consists of the following tabs:
- a) Chart Data:
Various data tables used to populate the charts which follow
 - b) Chart YR1 Value Measures:
Compares the year one costs for each option (£ per person and £ per m2)
 - c) Chart YR1 Rev Breakdown:
Compares the revenue costs for each option by category
 - d) Chart 5YR Cum Cashflow:
Compares the cumulative cashflow for each option over five years
 - e) Chart 5YR Cap&Rev:
This bubble chart compares the capital and revenue costs of each option.
The size of the bubble represents the total cumulative cost over five years.
 - f) Chart 5YR Cap&Rev Bar:
This bar chart also compares the capital and revenue costs of each option.
 - g) Summary Table:
This table compares net cash from the occupier and landlord perspectives over five and ten years.

BCO Data Tool: Input Fields

Data Input Field	Units	Comment
Asset Name		Enter a unique name for the property – this will be used in the outputs
Address		Optional
Tenure		Freehold / Leasehold
GIA	square metres	Gross internal area includes non-useable space
Headcount	number of persons	Or full-time equivalent
Start Date	day/month/year	Of the lease
End Date	day/month/year	Of the lease
Rent Free	number of months	A period some landlords offer as an incentive on new leases
Review Cycle	number of years	The number of years between rent reviews. The tool assumes-upwards only rent reviews
Break Date	day/month/year	Date when the tenant may exit from the lease agreement
Passing Rent	£ per sqm	The rent payable at present
ERV	£ per sqm	The Estimated Rental Value is the rent that is typically paid for this type of property in this location
Rates	£ per sqm	The business rates payable per annum
Management	£ per sqm	The cost of managing the asset per annum
Utilities	£ per sqm	Electricity, water, gas etc per annum
Maintenance	£ per sqm	Cost of day to day maintenance per annum
Lifecycle	£ per sqm	Cost of major maintenance items per annum
Dilaps	£ per sqm	The amount payable by the tenant to make good the property at the end of the lease. A one-off cost
Sublet Income	£ per annum	Income from any tenants per annum
Sublet Income Start Date	day/month/year	
Capital Receipt	Total £	Say from the disposal of an asset
Capital Receipt Date	day/month/year	
Refurbishment Cost	Total £	
Refurbishment Date	day/month/year	
Refurbishment by	landlord or tenant	State who will pay for these works.