Run Reports in Version 12

Property Management Solutions for Over 30 Years

Overview
Reports are grouped by functional area – Owner, Property, Tenant, Unit, Vendor, GL (Financial), Budget, etc. Each grouping has a report selection screen that includes a variety of choices of fields and layouts for the report. Reports can be previewed on the screen, formatted for mailing, or published to the document manager for uploading to PROMAS Central. The default printer as well as the number of copies can be changed prior to printing.

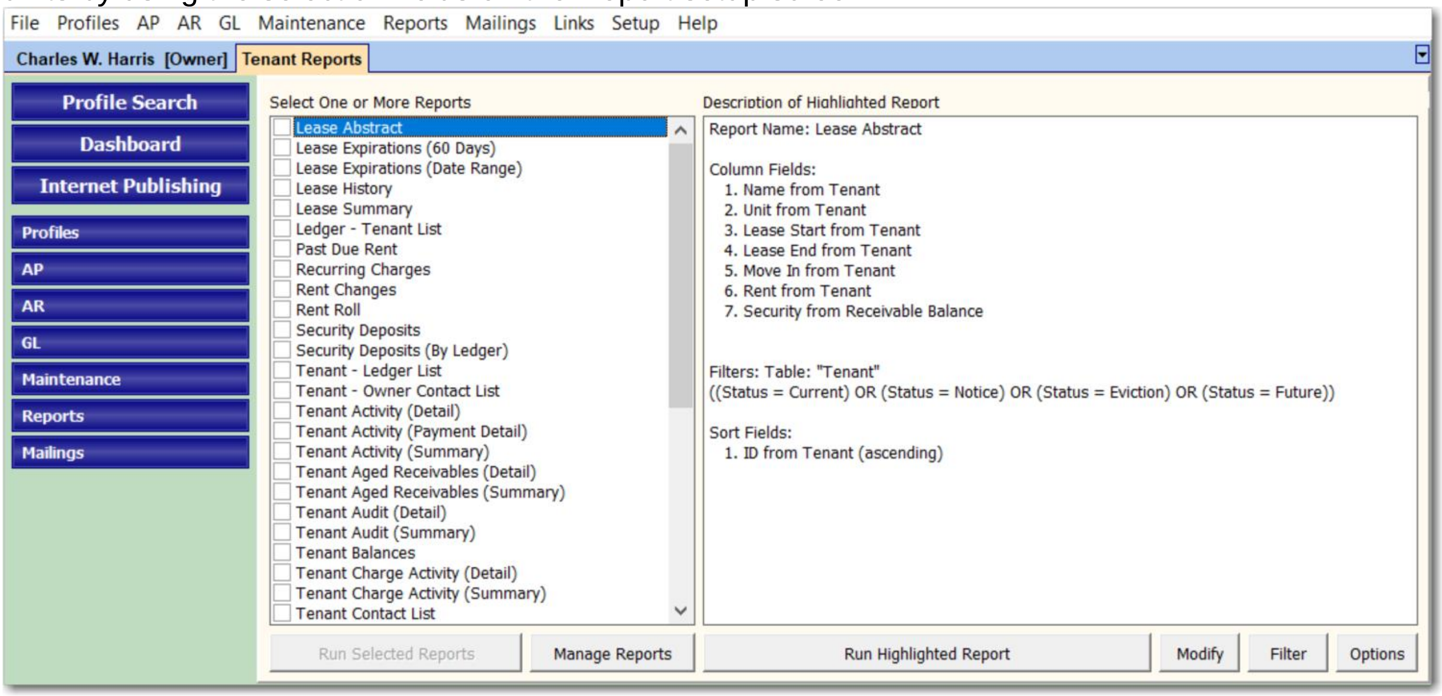
While previewing a report you can change pages and resize them for easier viewing.

All reports are similar in their setup of selection screen parameters.

SECTIONS:

A. Report Selections

The member reports have to do with information and transactions specific to members and their transaction history and balances. Each report can be limited to different subsets of owners, tenants, units by using the selection fields on the Report setup screen.



Reports can be run individually or as a group by either highlighting or marking the checkboxes.

Run Selected Reports – Once you have marked the checkbox next to one or more reports, this button will be enabled. Click this button to run those reports. It brings up the Report Setup screen and will compile all reports in one document. To mark all report checkboxes, double click on the "Select one or more" label.

Customize All – lets you set parameters that apply to all reports in the group.

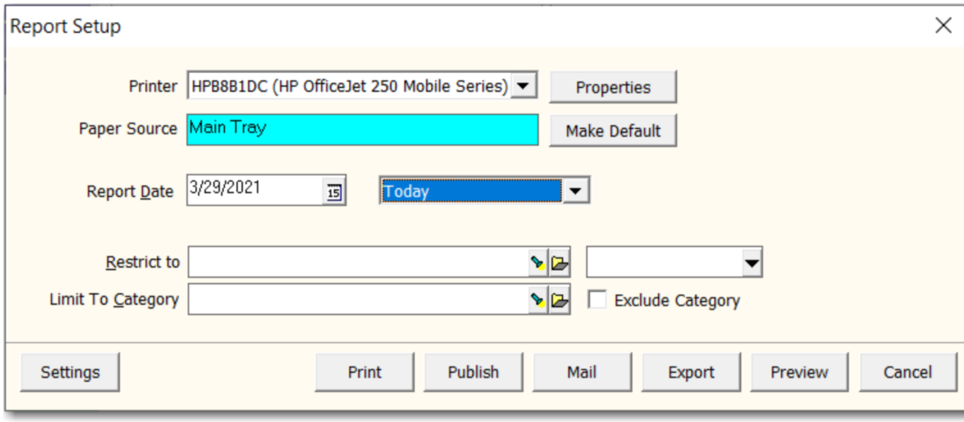
Modify – lets you customize the standard report by adding, removing, and changing the content of the report.

Filter – lets you set parameters to limit the content of the report based on values and ranges of values.

Run Highlighted Report - click this to compile just the report that is highlighted.

Options - lets you set parameters relative to the report layout, orientation and presentation.

B. Report Setup

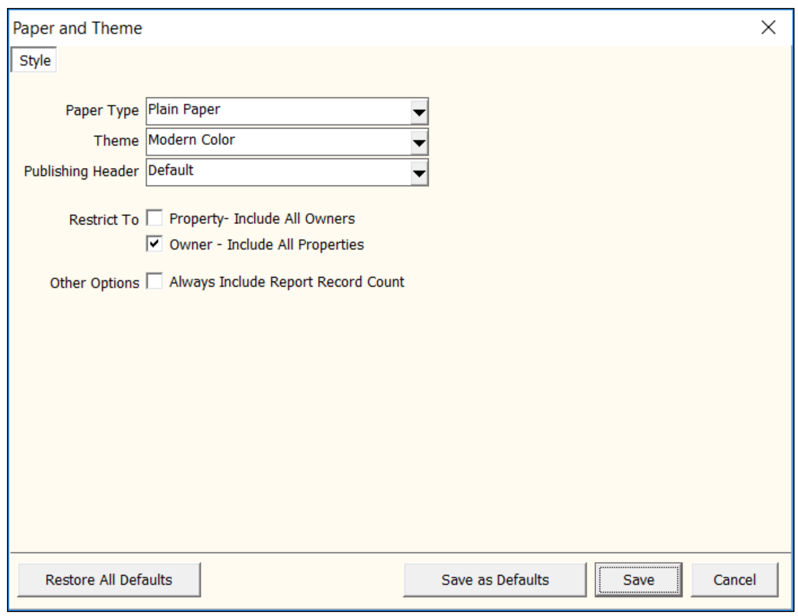


This screen displays after you choose <Run Highlighted Report> or <Run Selected Report>.
Printer – printer is displayed. To change, click on <Setup>.
Report Date – content is date sensitive based on the report date(s).
Restrict to – choose the group from the dropdown list, then any selection within that group.
Limit to Category – you can either include or exclude the selected category.

<u>Buttons</u>

Settings - lets you modify the default parameters for this report
Theme
Style

- Modern Color – heading and labels are in color with alternate lines shaded.
- Modern – black heading and labels with alternate lines shaded.
- Classic – black with no shading



Paper Type
Choose Plain or Letterhead
Restrict To

- Property-Include All Owners - default is unmarked - when this box is marked, if you restrict the report to a property, it will include all owners. If the box is not marked, only the transactions/profiles pertaining to the property will be considered.
- Owner-Include All Properties - default is marked - when this box is marked, if you restrict to an owner, all his properties will be considered. If it is not marked, only the transactions/profiles pertaining to the owner will be considered.

IF you change the way the checkboxes above are marked, you can save those as the default. IF you do change and save, you can reset at any time.

Publish

This option will create a pdf copy of the report and put it in the Upload folder so it can be emailed or published to HeroPM. The report includes the recipient email address.

How the document is published depends upon the publishing settings in the profile. The default of owners and tenants is to publish to HeroPM. The default for vendors is to email.

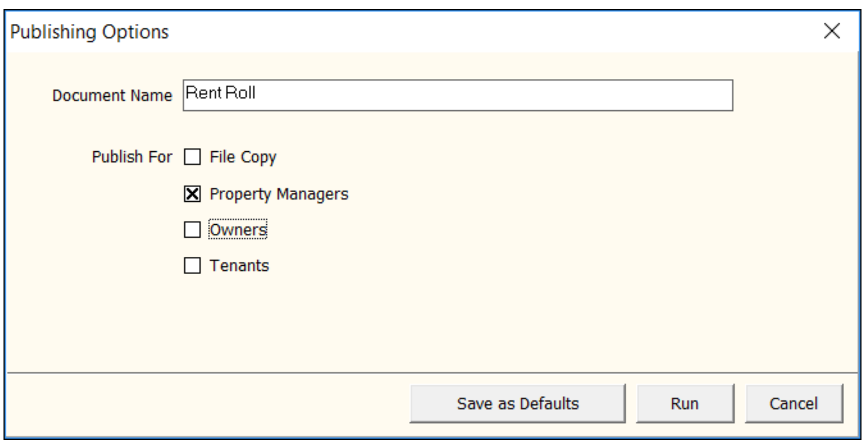
Document Name - defaults to the report name. Change as appropriate.

Publish For

- File Copy – creates a report labeled File Copy.
- Property Manager – creates a copy of the reports for each manager limited to that managers items.
- Owners – creates a copy of the report for each owner with only that owner's records included.
- Tenants – creates a copy of the report for each tenant with only that tenant's records included.

Mail - choices similar to publishing. Includes the Return and Mailing address.

Preview – compiles the report and displays on the screen where it can be viewed in different modes, printed, or exported to pdf, excel, word format. Return and Mailing address are suppressed.



C. OPTIONS or Modify Driver Options

The Options below differ for each report grouping and even within the grouping. The selections here are also available by clicking <Modify><Modify Driver Options>

TABS

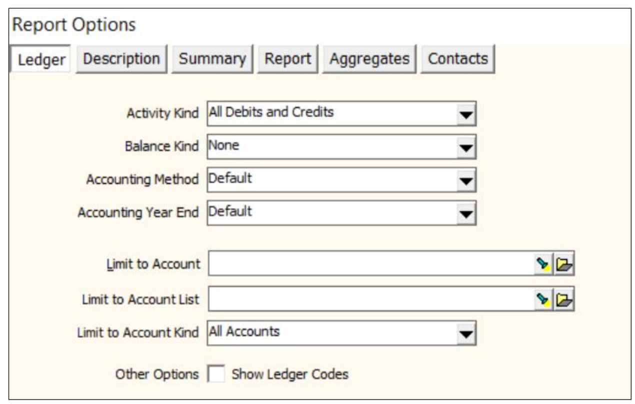
Tenant Reports – Ledger, Description, Summary, Report, Aggregates, Contacts
Owner Reports - Report, Aggregates, Contacts
Management Reports - Financial, Financial Advanced, Report, Aggregates, Contacts
Unit Reports - Occupancy, Rental Analysis, Report, Aggregates, Contacts
Vendor Reports - Payable Activity, Report, Aggregates, Contacts
Miscellaneous Reports - Report, Aggregates
Ledger Reports – Ledger, Financial, Financial Advanced, Report, Aggregates, Contacts
Bank Reports - Bank, Report, Aggregate
Profile Reports - Category Activity, Report, Aggregates, Contacts

Ledger

This tab is found on some ledger and tenant reports. It gives you choices to limit to different kinds of activity, aging choices and limit to charge code, account code or account list.

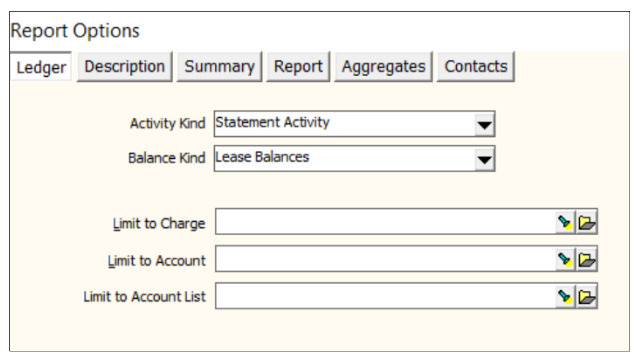
Ledger Reports:

- Activity Kind: All Debits and Credits, Cash Activity, Cash Flow Activity, Operating Statement, Escrow Analysis
- Balance Kind: None, Account Balances, Ledger Balances
- Accounting Method
- Accounting Year End
- Limit to Charge, Account or Account List: use the flashlight to choose.



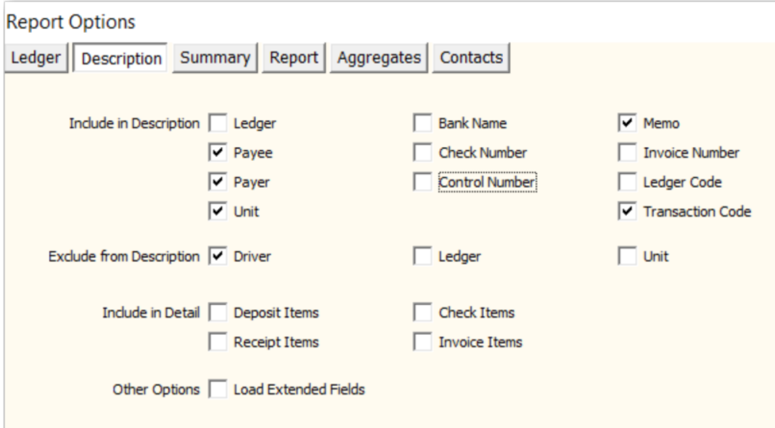
Tenant Reports:

- Activity Kind: All Activity, Statement Activity, Open Credit Activity, Security Activity
- Balance Kind: Lease Balances, None
- Limit to Charge, Account or Account List: Use the flashlight to choose



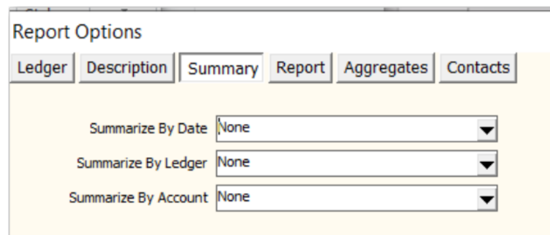
Description

Mark the checkbox next to the items you want to include in the “Description” field on the report.



Summary

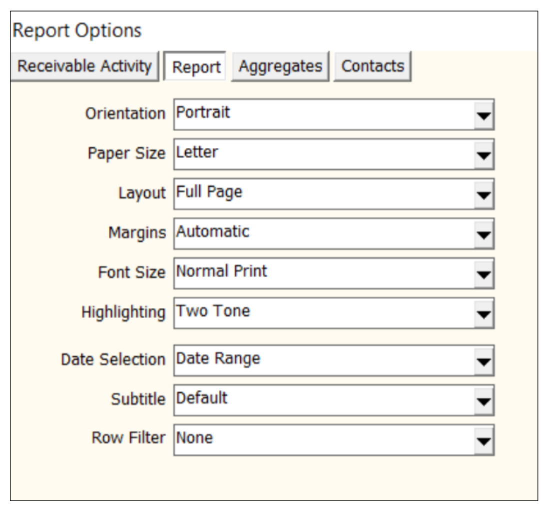
Use the fields on this tab to indicate how you want the report to summarize.



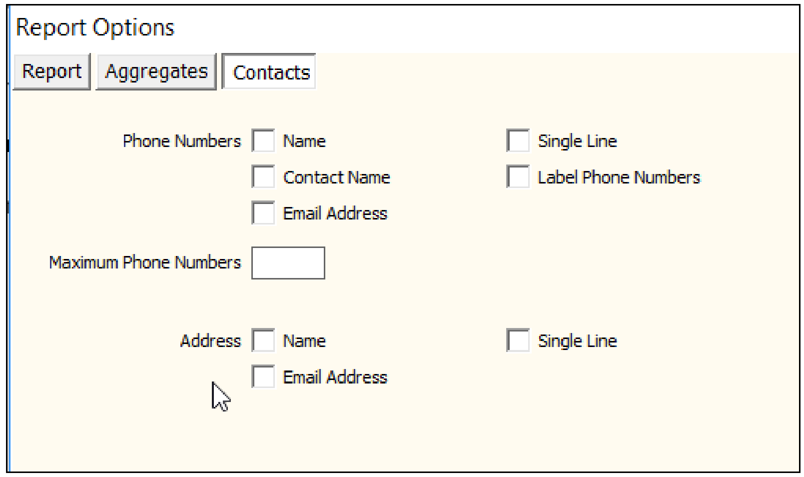
<u>Report</u>

Mark the radio button for your choice.

- Orientation: Portrait, Landscape.
- Paper size
- Font size
- Date Selection - date, date range or date snapshot depending on the report
- Subtitle: Report Date; Today's Date; Date Range; None
- Row Filter: None; No Empty Rows; Only Empty Rows



Aggregates

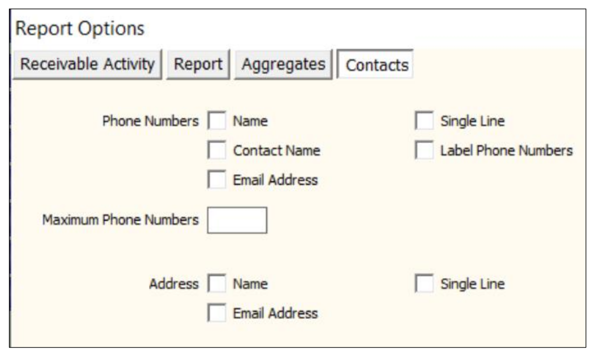


Include
This controls the totaling of numeric fields and the display of the number of entries, minimum, maximum and average.
Display For
This lets you choose the breakpoints for the Include options.

- Display for Report will print at the end of the report.
- Display for All Groups will print at the end of each group by.

Contacts

This tab lets you choose what information from the profile will display when the predefined Phone Number displays on the report and when the predefined Address is displayed on the report.



Phone Numbers - mark the checkbox to include

- Name
- Contact Name
- Email Address
- Single Line - puts phone numbers on a single line rather than stacked
- Label Phone Numbers - add a label to the number, e.g. cell, day, night - etc.
- Maximum Phone Numbers - default is cell, day, night. For all phone numbers enter 10.

Address - mark checkbox to include

- Name
- Email address
- Single Line - puts name and email address on a single line rather than stacked

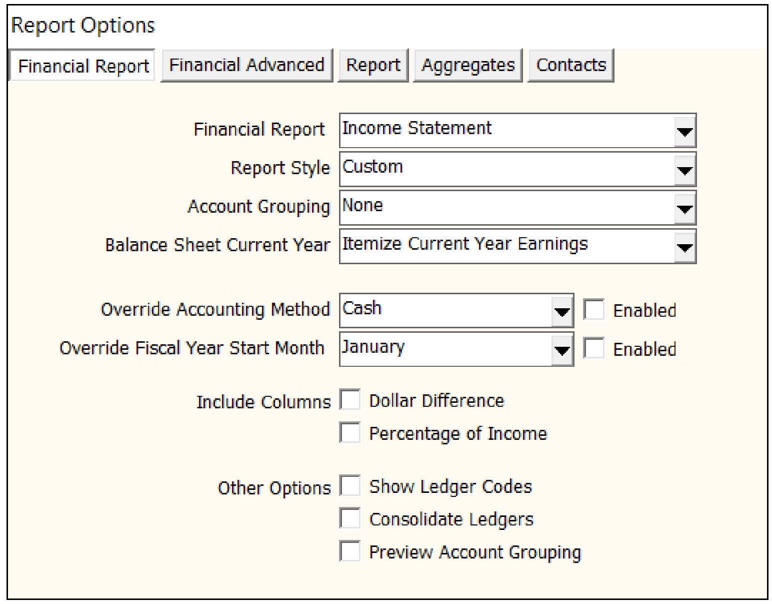
Financial Report

This is available only for Ledger reports

Choose the Financial Report you want to set parameters for.

Report Style - this is the time period you want to use for the report:

- Custom will let you set a date range
- Quarter to Date
- Year to Date
- Month and Year to Date
- Quarter and Year to Date
- Month to Date - Prior Year Comparison
- Year to Date Cash and Accrual
- Year to Date Cash and Modified Cash



Override Accounting Method - defaults to what is set in the ledger.

Override Fiscal Year Start Month - the default is what is set in the ledger. Choose a month and mark the Override checkbox.

Include Columns - you can include a column showing the difference in $ or % of income.

Other Options:

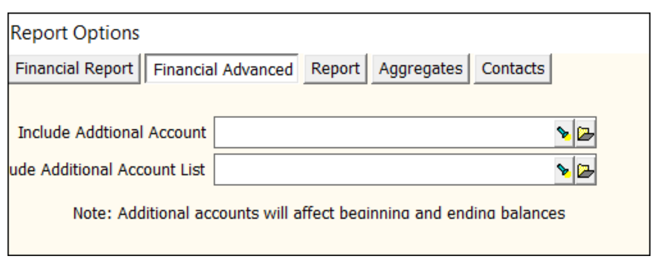
- Show Ledger Codes - this will print the ledger code in addition to the name of the account.
- Show Account Sections - this will organize the report into account sections, as defined in Setup, Account Sections. The Show Ledger codes must be marked for this to be operational.
- Consolidate Ledgers - this will consolidate all ledgers into one report.

Financial Advanced Tab

Include Additional Account – you can choose an account code that would not normally show on the report

Include Additional Account List – you can create an account list under Setup, Account List and choose to include all of those account codes on the report.

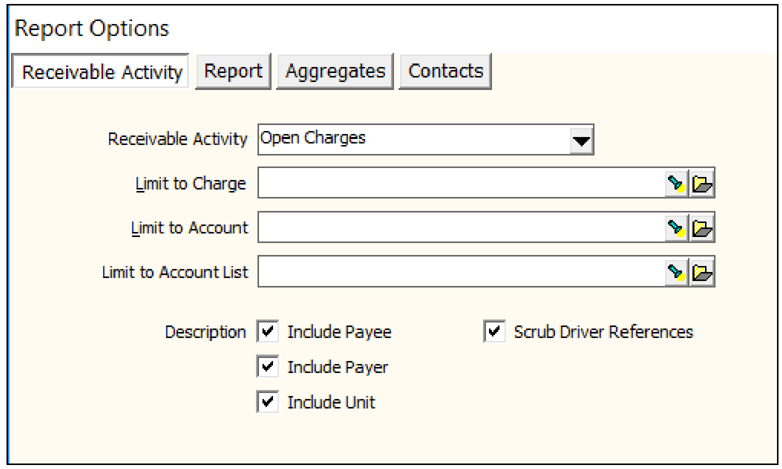
Adding these accounts will affect beginning and ending balances.



Receivable Reports (Tenants)

Receivable Activity - you can choose to see only charges, only receipts, only open credit activity, etc.

Limit to Charge - you can choose one charge code for the report



Limit to Account - you can choose one account code for the report

Limit to Account List - you can limit the report to an account list

Description - mark the checkboxes of information you want

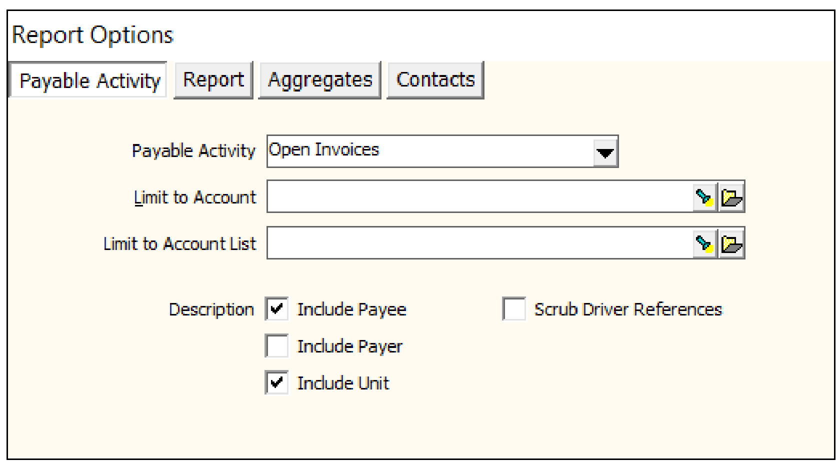
- Include Payee
- Include Payer
- Include Unit
- Scrub Driver References

Payable Reports (Ledger or Vendor)

Payable Activity - you can choose to see only open invoices, only disbursements etc.

Limit to Account - you can choose one account code for the report

Limit to Account List - you can limit the report to an account list



Description - mark the checkboxes of information you want

- Include Payee
- Include Payer
- Include Unit
- Scrub Driver References

Occupancy tab

This is found on some Unit reports.

Potential rent:

- market rent if vacant
- future rent if vacant
- past rent if vacant
- average of past + future if vacant
- maximum of past + future if vacant
- minimum of past + future if vacant
- average of current, past and future
- maximum of current, past and future

Rental Analysis tab

This is found on some Unit reports.

Analysis Kind:

- potential vs expected rent
- actual rent
- expected rent
- potential rent
- expected vs actual rent
- potential vs actual rent
- potential vs expected rent

Consolidation Kind:

- Consolidation by management group
- Consolidation by manager
- Consolidation all

D. MODIFY

Clicking <Modify> from the Report Setup screen allows you to make changes to the selected report. These are not permanent changes. There are multiple tabs that let you alter the layout and content of the report.

<Preview> will compile the report so see your changes. When you cancel out of the previewed report, you will be back on the Modify screen.

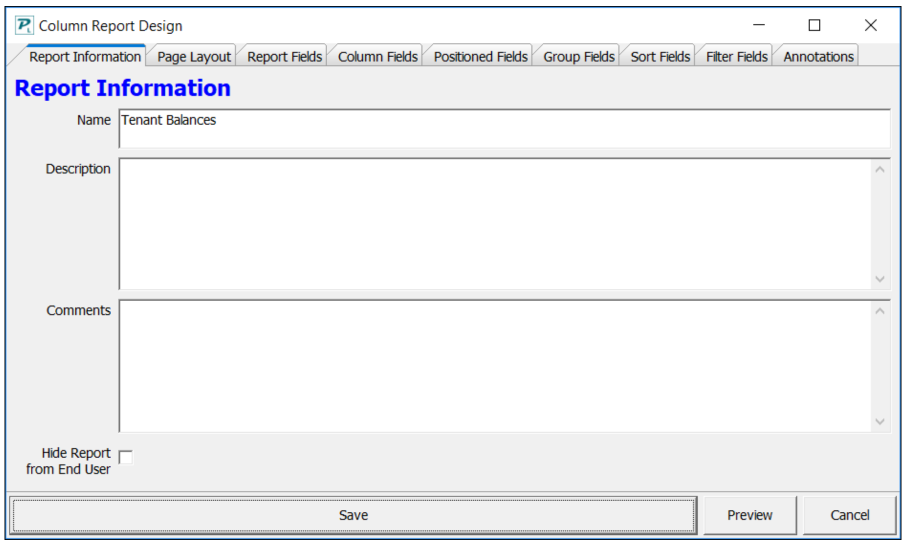
<Save> will take you out of the Modify screen back to the Reports screen where you can preview the report, with the changes you've made, along with any other reports you have selected.

<u>Tabs</u>

Report Information

Name, Description, Comment are all free-form fields for describing the report.

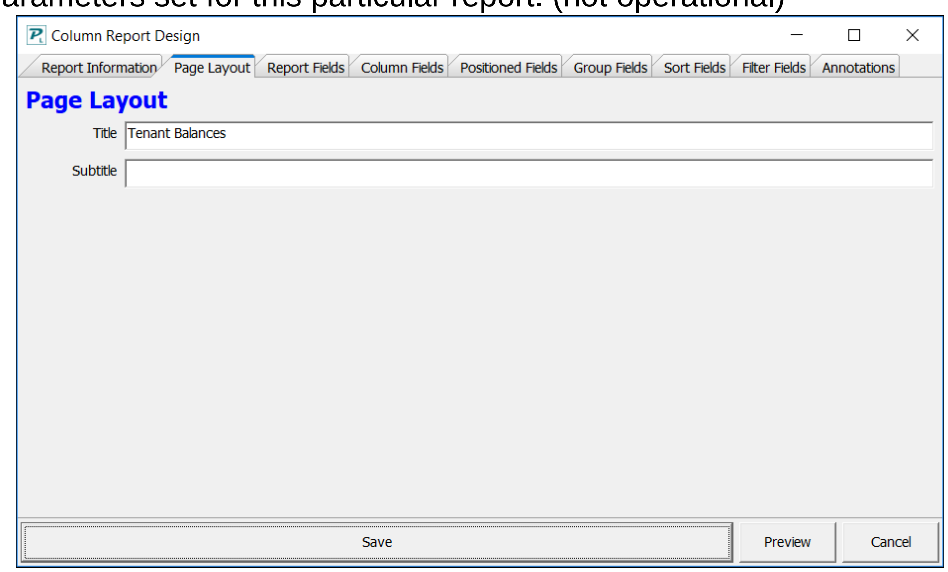
In this modify function changes to this screen are ignored.



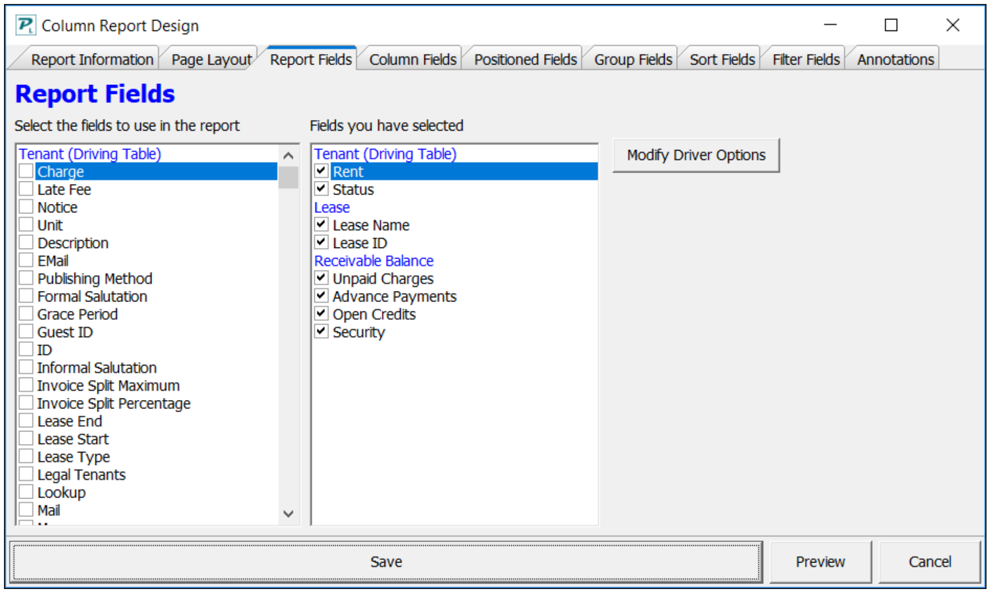
Page Layout

Title – displays - centered, bold and larger font - as the first line of the report.

Subtitle - prints below the title in normal font. Use to describe the parameters set for this particular report. (not operational)



Report Fields



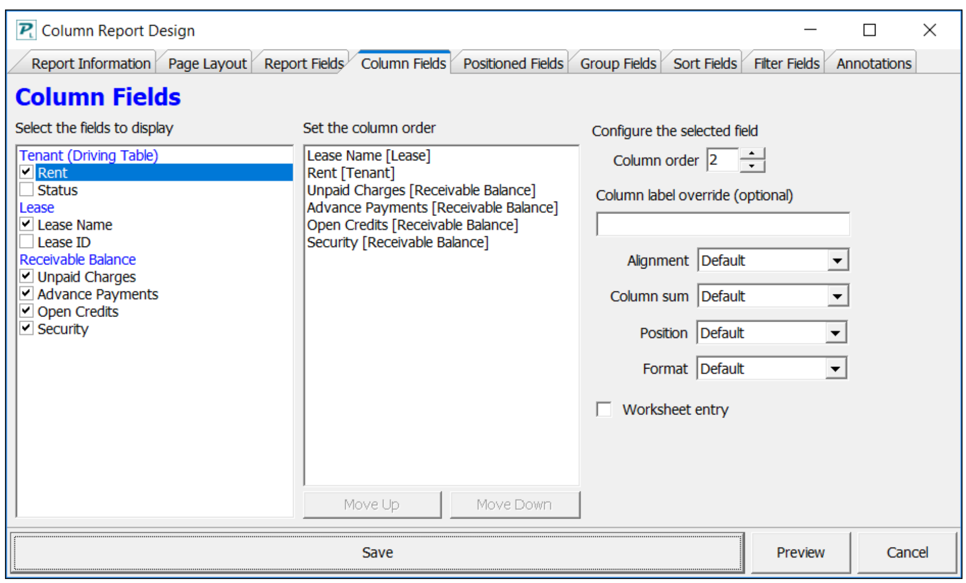
The left column lists the fields available for inclusion on the report. The right column lists those that have been selected. For a field to display on a report it must be selected on the Report Fields tab and marked in the Column Fields tab. Fields that are selected in the Layout tab of Customize All are included by default.

Column Fields

Select the Fields to Display - those fields marked in the Report Fields tab are listed. Mark those that should be included in the report, unmark any that should not be included.

Set the Column Order - using the <Move Up> and <Move Down> buttons (or drag and drop) the position of the columns can be changed.

Configure the selected field - Column order - lets you move the selected field to a different position.



Column label override - the column label defaults to the field name. If something other than field name is desired, enter it here.

Text alignment - normally the default for text is left justified and dollar amounts are right justified. Settings can be set to left, right and center, which will display the field in different positions within the column.

Column Sum - the sum can be set to display in the aggregate tab of Customize All. Override that setting for a particular column here.

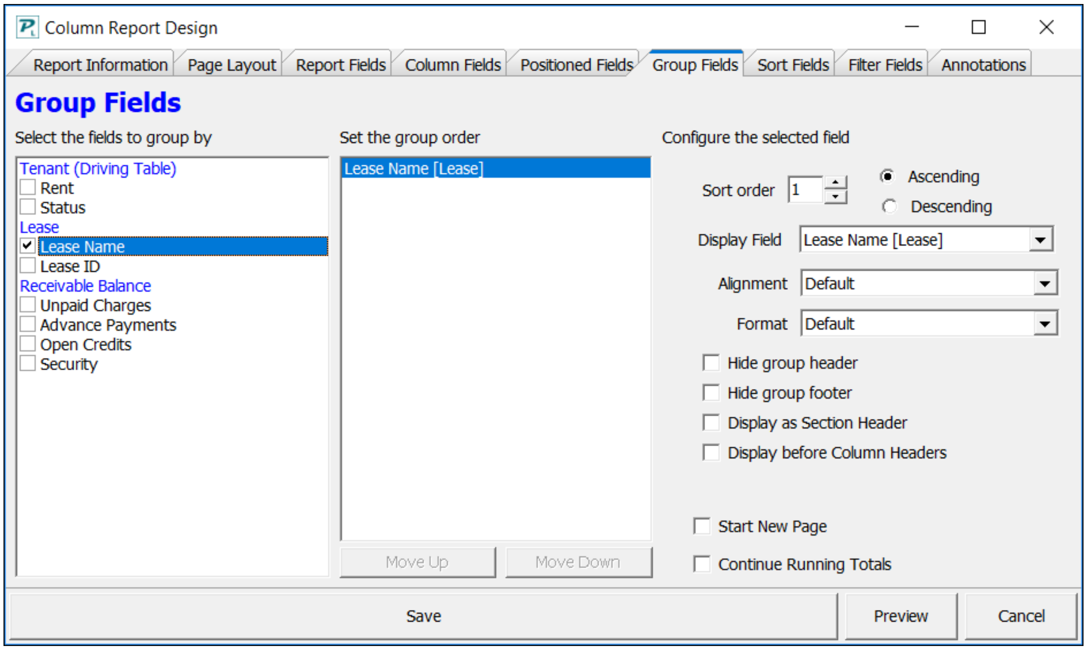
Position - allows you to put the field in different positions on the report.

Worksheet Entry - substitutes a blank rectangular box for the field value.

Group Fields

Select fields to group by - any field selected as a report field can be marked. An example would be tenants grouped by status. Use when there are a number of records with the same field value.

Set the group order - place the groups in the order they should be listed. An example would be a unit report grouped by unit type with each zip code.



Configure the select field

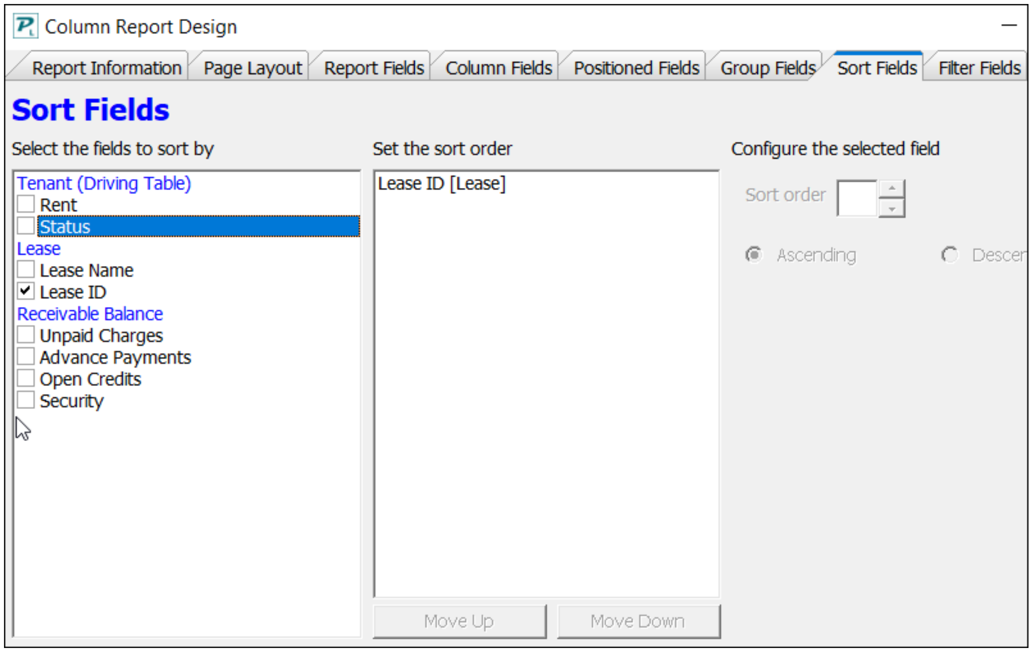
- **Sort order** - place the groups in the order they should be listed. An example would be a unit report grouped by unit type with each zip code.
- **Ascending or Descending** - dictates the order the sort will be listed.
- **Hide Group Header** - suppresses the group label.
- **Hide Group Footer** - suppresses the aggregate information for the group.
- **Text Alignment** - determine the positioning of the value relative to the field.
- **Display as Section Header** - centers, blocks and shades the label
- **Display before Column Headers** - instead of being below the column headers it is above.
- **Start New Page** - each group will start on a new page. If you group by manager, each manager will be on a new page.
- **Continue Running Totals** – running totals will continue

Sort Fields

Select the fields to sort by - mark the checkbox next to the fields you wish to use for sorting from the list of report fields.

Set the sort order - put them in the order of major to minor using the <Move UP> and <Move Down> buttons.

Configure the selected field - sort order can be set and be either in Ascending or Descending order.



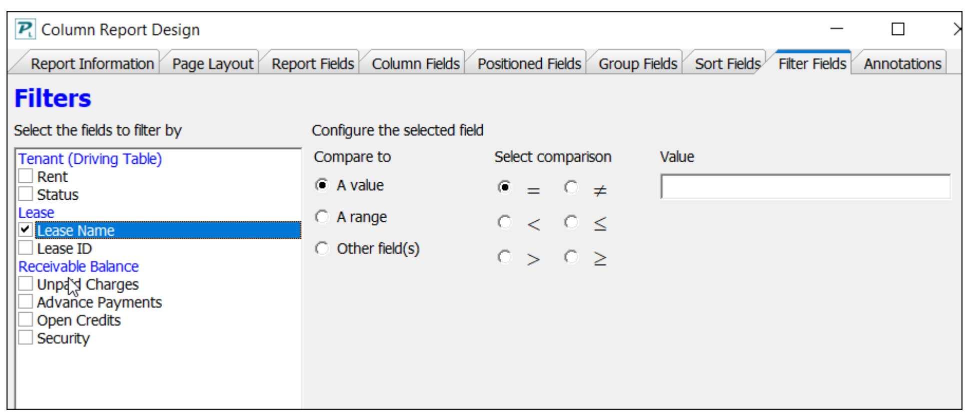
Filter Fields

Select the field to filter by - mark the checkbox next to the fields you wish to use for filtering from the list of report fields. The field type determines the filtering options.

Configure the selected field

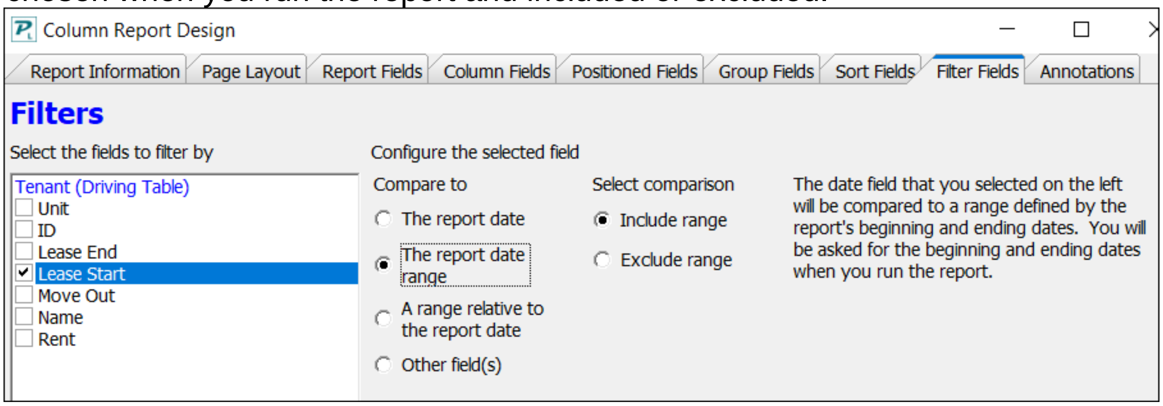
Compare to

- **A value** - an amount or text can be entered and can be set to either = or not = for inclusion in the report.
- **A range** - amounts or text for start and end are entered and set to be included or excluded from the report.

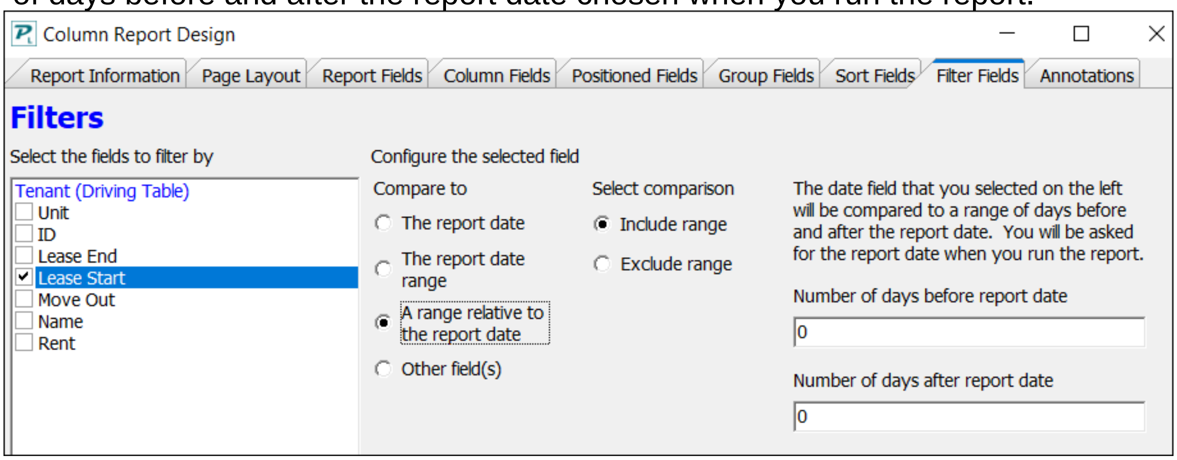


Compare to Date Fields

- **Report date** - the date in the selected field is compared to the Report date chosen when you run the reports and filtered per the Select Comparison chosen.
- **Report Date Range** - the date in the field selected is compared to the report date range chosen when you run the report and included or excluded.



- **Range relative to the report date** - the date in the field selected is compared to the range of days before and after the report date chosen when you run the report.



E. Preview Report on Screen

Any report can be previewed on the screen prior to printing. From the preview screen you can view each page one at a time; send the report to the printer; export the report to another program; change the view size; and scroll up and down the page if the view is larger than the screen image.

The “printer” icon will send the report to the print queue. You have the option of selecting a range of pages to print and select the number of copies.

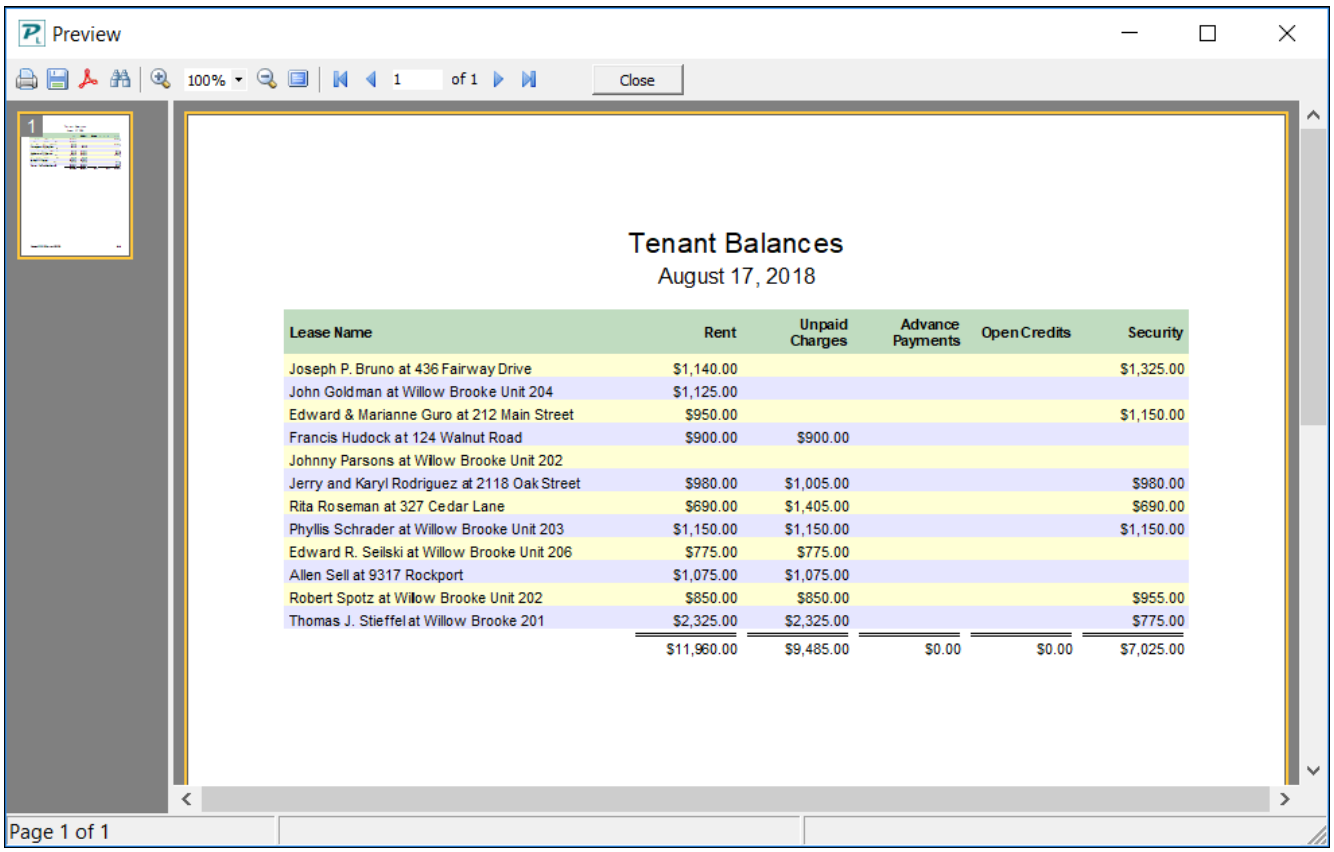
The” folder” icon will bring up the Windows browse screen so you can choose a file to open.

The “disk” icon will bring up the Windows browse screen so you can save the file.

The “paper” icon will bring up a list of formats and programs to which you can export the report.

The Adobe icon will save the report to pdf.

The + and – magnifying glass will change the size of the report preview, or you can use the drop down list to choose from a prepared list.



Tenant Balances

August 17, 2018

Lease Name	Rent	Unpaid Charges	Advance Payments	Open Credits	Security
Joseph P. Bruno at 436 Fairway Drive	$1,140.00				$1,325.00
John Goldman at Willow Brooke Unit 204	$1,125.00				
Edward & Marianne Guro at 212 Main Street	$950.00				$1,150.00
Francis Hudock at 124 Walnut Road	$900.00	$900.00			
Johnny Parsons at Willow Brooke Unit 202					
Jerry and Karyl Rodriguez at 2118 Oak Street	$980.00	$1,005.00			$980.00
Rita Roseman at 327 Cedar Lane	$690.00	$1,405.00			$690.00
Phyllis Schrader at Willow Brooke Unit 203	$1,150.00	$1,150.00			$1,150.00
Edward R. Seilski at Willow Brooke Unit 206	$775.00	$775.00			
Allen Sell at 9317 Rockport	$1,075.00	$1,075.00			
Robert Spotz at Willow Brooke Unit 202	$850.00	$850.00			$955.00
Thomas J. Stieffel at Willow Brooke 201	$2,325.00	$2,325.00			$775.00
	$11,960.00	$9,485.00	$0.00	$0.00	$7,025.00

F. Example 1

Here is an example of how you can modify a report. We will start with a basic Tenant Balances report. (Reports, Tenant Reports, Tenant Balances, Run, Preview.)

Tenant Balances
August 17, 2018

Lease Name	Rent	Unpaid Charges	Advance Payments	Open Credits	Security
Joseph P. Bruno at 436 Fairway Drive	$1,140.00				$1,325.00
John Goldman at Willow Brooke Unit 204	$1,125.00				
Edward & Marianne Guro at 212 Main Street	$950.00				$1,150.00
Francis Hudock at 124 Walnut Road	$900.00	$900.00			
Johnny Parsons at Willow Brooke Unit 202					
Jerry and Karyl Rodriguez at 2118 Oak Street	$980.00	$1,005.00			$980.00
Rita Roseman at 327 Cedar Lane	$690.00	$1,405.00			$690.00
Phyllis Schrader at Willow Brooke Unit 203	$1,150.00	$1,150.00			$1,150.00
Edward R. Seilski at Willow Brooke Unit 206	$775.00	$775.00			
Allen Sell at 9317 Rockport	$1,075.00	$1,075.00			
Robert Spotz at Willow Brooke Unit 202	$850.00	$850.00			$955.00
Thomas J. Stieffel at Willow Brooke 201	$2,325.00	$2,325.00			$775.00
	$11,960.00	$9,485.00	$0.00	$0.00	$7,025.00

- From the report screen, highlight Tenant Balances and click on <Modify>.
- On the Report Fields tab, under the heading Ledger, mark the checkbox next to Ledger ID.
- On the Group Fields tab, mark Ledger ID.
- Click <Modify>, then <Run Highlighted Report>.

Tenant Balances
August 17, 2018

Lease Name	Rent	Unpaid Charges	Advance Payments	Open Credits	Security
CLAYTON					
Edward & Marianne Guro at 212 Main Street	$950.00				$1,150.00
GOLDEN					
Joseph P. Bruno at 436 Fairway Drive	$1,140.00				$1,325.00
Rita Roseman at 327 Cedar Lane	$690.00	$1,405.00			$690.00
GOLDEN	$1,830.00	$1,405.00	$0.00	$0.00	$2,015.00
LEBENSON					
Allen Sell at 9317 Rockport	$1,075.00	$1,075.00			
NU					
John Goldman at Willow Brooke Unit 204	$1,125.00				
Johnny Parsons at Willow Brooke Unit 202					
Phyllis Schrader at Willow Brooke Unit 203	$1,150.00	$1,150.00			$1,150.00
Edward R. Seilski at Willow Brooke Unit 206	$775.00	$775.00			
Robert Spotz at Willow Brooke Unit 202	$850.00	$850.00			$955.00
Thomas J. Stieffel at Willow Brooke 201	$2,325.00	$2,325.00			$775.00
NU	$6,225.00	$5,100.00	$0.00	$0.00	$2,880.00
SCHENK					
Jerry and Karyl Rodriguez at 2118 Oak Street	$980.00	$1,005.00			$980.00
STOY					
Francis Hudock at 124 Walnut Road	$900.00	$900.00			
	$11,960.00	$9,485.00	$0.00	$0.00	$7,025.00

Or:

- From the report screen, click <Modify>.
- On the Report Fields tab, mark Ledger ID and Ledger Name.
- On the Group Fields tab, click Ledger ID
- In the Display Field choose Ledger Name.
- Preview

Tenant Balances

August 17, 2018

Lease Name	Rent	Unpaid Charges	Advance Payments	Open Credits	Security
Frederick L. Clayton					
Edward & Marianne Guro at 212 Main Street	$950.00				$1,150.00
Harrison S. Golden					
Joseph P. Bruno at 436 Fairway Drive	$1,140.00				$1,325.00
Rita Roseman at 327 Cedar Lane	$690.00	$1,405.00			$690.00
Harrison S. Golden	$1,830.00	$1,405.00	$0.00	$0.00	$2,015.00
Ira C. Lebenson					
Allen Sell at 9317 Rockport	$1,075.00	$1,075.00			
NUZIG Inc.					
John Goldman at Willow Brooke Unit 204	$1,125.00				
Johnny Parsons at Wilow Brooke Unit 202					
Phyllis Schrader at Willow Brooke Unit 203	$1,150.00	$1,150.00			$1,150.00
Edward R. Seilski at Willow Brooke Unit 206	$775.00	$775.00			
Robert Spotz at Wilow Brooke Unit 202	$850.00	$850.00			$955.00
Thomas J. Stieffel at Willow Brooke 201	$2,325.00	$2,325.00			$775.00
NUZIG Inc.	$6,225.00	$5,100.00	$0.00	$0.00	$2,880.00
Donald S. Schenk					
Jerry and Karyl Rodriguez at 2118 Oak Street	$980.00	$1,005.00			$980.00
Robert Stoy					
Francis Hudock at 124 Walnut Road	$900.00	$900.00			
	$11,960.00	$9,485.00	$0.00	$0.00	$7,025.00

Those selections will stay in place as long as you are in the Tenant Report function. Once you leave, the changes you have made will be cleared unless you choose <Save as Defaults>.

G. Manage Reports - To modify and save a report

Clicking this function lets you create new reports or modify and rename existing reports. The same screens available in Modify Report are available in Manage Reports. As you make changes you can preview the report to verify what will happen using the <Preview> button. Closing <Preview> will return you to the Manage Reports screen to contine.

PROCESS

- Choose the report you want to modify. Highlight it.
- Click <Manage Reports>.
- Highlight the report you want to modify and click <Copy>.
- Click on Report Information tab and enter new name.
- Click on Page Layout tab and enter Title that will print on report.
- Click on Report Fields tab and add or change the fields.
- Click on Column Fields and set the column order.
- Same with Group Fields, Sort Fields, etc.
- Click <Save>.
- Click <Close>.
- Respond <Yes> to Refresh Report List?
- You can then modify it further using the <Customize All> or run.

Example

- Click <Manage Reports>.
- Select the Tenant Balances report and click <Copy>.
- Click on the Report Information tab. In the Name field type the new name for the report.
- Click the Page Layout tab - change the title of the report.
- Click the Report Fields tab. Mark the Tenant Email checkbox.
- Click the Column Fields tab. Mark the Email checkbox and unmark the Advance Payments checkbox. Set the column order.
- Click <Save>.
- Click <Close>.
- Respond <Yes> to Refresh Report List?