



## 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.

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## 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.

File Profiles AP AR GL Maintenance Reports Mailings Links Setup Help

Charles W. Harris [Owner] Tenant Reports

**Profile Search**

**Dashboard**

**Internet Publishing**

**Profiles**

**AP**

**AR**

**GL**

**Maintenance**

**Reports**

**Mailings**

Select One or More Reports

- Lease Abstract
- Lease Expirations (60 Days)
- Lease Expirations (Date Range)
- Lease History
- Lease Summary
- Ledger - Tenant List
- Past Due Rent
- Recurring Charges
- Rent Changes
- Rent Roll
- Security Deposits
- Security Deposits (By Ledger)
- Tenant - Ledger List
- Tenant - Owner Contact List
- Tenant Activity (Detail)
- Tenant Activity (Payment Detail)
- Tenant Activity (Summary)
- Tenant Aged Receivables (Detail)
- Tenant Aged Receivables (Summary)
- Tenant Audit (Detail)
- Tenant Audit (Summary)
- Tenant Balances
- Tenant Charge Activity (Detail)
- Tenant Charge Activity (Summary)
- Tenant Contact List

Description of Highlighted Report

Report Name: Lease Abstract

Column Fields:

1. Name from Tenant
2. Unit from Tenant
3. Lease Start from Tenant
4. Lease End from Tenant
5. Move In from Tenant
6. Rent from Tenant
7. Security from Receivable Balance

Filters: Table: "Tenant"  
((Status = Current) OR (Status = Notice) OR (Status = Eviction) OR (Status = Future))

Sort Fields:

1. ID from Tenant (ascending)

Run Selected Reports    Manage Reports    Run Highlighted Report    Modify    Filter    Options

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>.

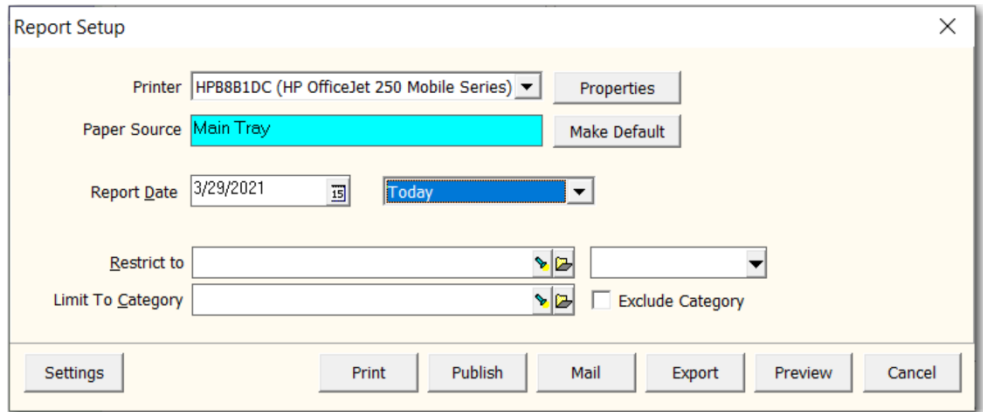
**Printer** – printer is displayed.

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.



## Buttons

**Settings** - lets you modify the default parameters for this report

### Theme

#### Style

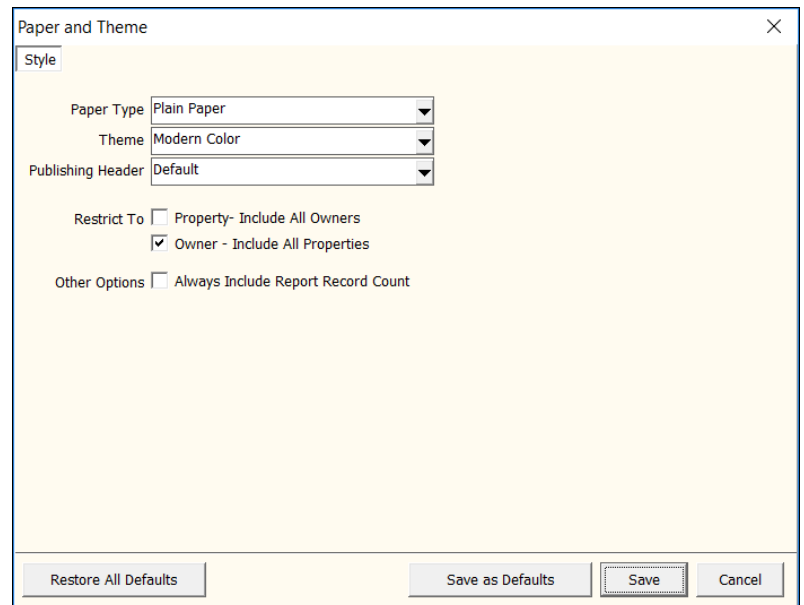
- Modern Color – heading and labels are in color with alternate lines shaded.
- Modern – black heading and labels with alternate lines shaded.
- Classic – black with no shading

#### 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.

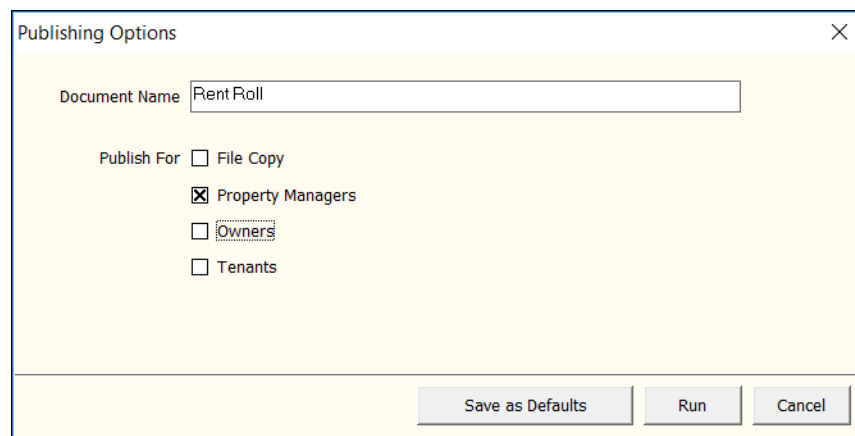
**Document Name** - defaults to the report name. Change as appropriate.

### 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.



The image shows a 'Publishing Options' dialog box with a yellow background. At the top left is the title 'Publishing Options' and a close button 'X'. Below the title is a text input field labeled 'Document Name' containing the text 'Rent Roll'. Underneath is a section labeled 'Publish For' with four radio button options: 'File Copy' (unchecked), 'Property Managers' (checked), 'Owners' (unchecked), and 'Tenants' (unchecked). At the bottom of the dialog are three buttons: 'Save as Defaults', 'Run', and 'Cancel'.

## 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.

Report Options

Ledger Description Summary Report Aggregates Contacts

Activity Kind: All Debits and Credits

Balance Kind: None

Accounting Method: Default

Accounting Year End: Default

Limit to Account: [ ]

Limit to Account List: [ ]

Limit to Account Kind: All Accounts

Other Options:  Show Ledger Codes

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

Report Options

Ledger Description Summary Report Aggregates Contacts

Activity Kind: Statement Activity

Balance Kind: Lease Balances

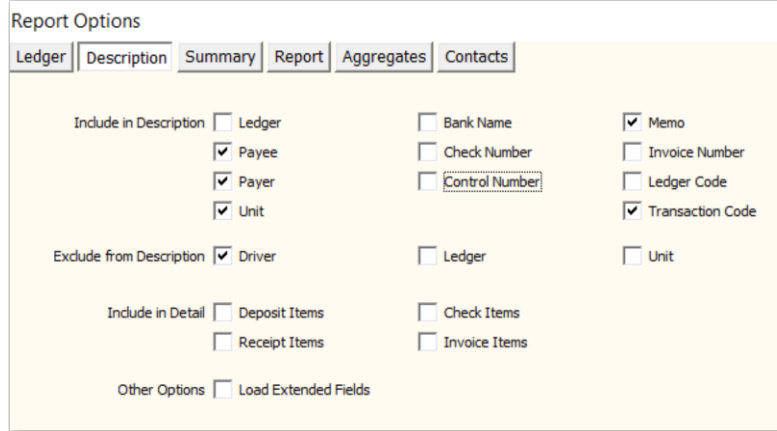
Limit to Charge: [ ]

Limit to Account: [ ]

Limit to Account List: [ ]

## Description

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



Report Options

Ledger | Description | Summary | Report | Aggregates | Contacts

Include in Description  Ledger  Bank Name  Memo  
 Payee  Check Number  Invoice Number  
 Payer  Control Number  Ledger Code  
 Unit  Transaction Code

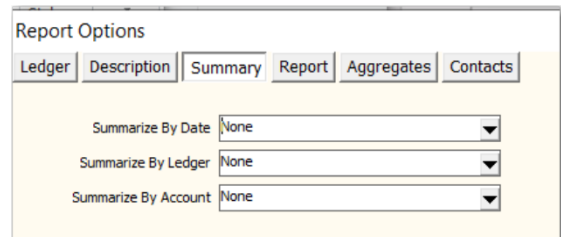
Exclude from Description  Driver  Ledger  Unit

Include in Detail  Deposit Items  Check Items  
 Receipt Items  Invoice Items

Other Options  Load Extended Fields

## Summary

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



Report Options

Ledger | Description | Summary | Report | Aggregates | Contacts

Summarize By Date: None

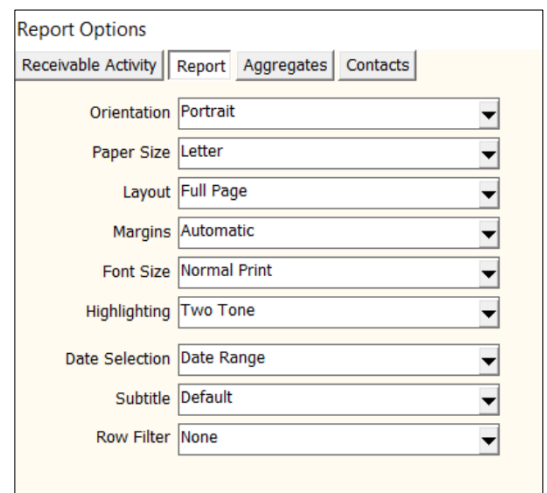
Summarize By Ledger: None

Summarize By Account: None

## Report

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



Report Options

Receivable Activity | Report | Aggregates | Contacts

Orientation: Portrait

Paper Size: Letter

Layout: Full Page

Margins: Automatic

Font Size: Normal Print

Highlighting: Two Tone

Date Selection: Date Range

Subtitle: Default

Row Filter: None

## 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.

The screenshot shows the 'Report Options' dialog box with the 'Aggregates' tab selected. The 'Report' tab is also visible. The 'Aggregates' section has a 'Phone Numbers' label followed by three checkboxes: 'Name', 'Contact Name', and 'Email Address'. To the right of these are two more checkboxes: 'Single Line' and 'Label Phone Numbers'. Below this is a text input field labeled 'Maximum Phone Numbers'. The 'Address' section has two checkboxes: 'Name' and 'Email Address', with a 'Single Line' checkbox to the right. A mouse cursor is pointing at the 'Email Address' checkbox in the Address section.

## 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

The screenshot shows the 'Report Options' dialog box with the 'Contacts' tab selected. The 'Report' and 'Aggregates' tabs are also visible. The 'Phone Numbers' section has three checkboxes: 'Name', 'Contact Name', and 'Email Address'. To the right are two checkboxes: 'Single Line' and 'Label Phone Numbers'. Below is a text input field labeled 'Maximum Phone Numbers'. The 'Address' section has two checkboxes: 'Name' and 'Email Address', with a 'Single Line' checkbox to the right.

## 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.

The screenshot shows the 'Report Options' dialog box with the 'Financial Report' tab selected. The 'Financial Report' dropdown is set to 'Income Statement', 'Report Style' to 'Custom', 'Account Grouping' to 'None', and 'Balance Sheet Current Year' to 'Itemize Current Year Earnings'. There are two 'Override' sections: 'Override Accounting Method' set to 'Cash' and 'Override Fiscal Year Start Month' set to 'January', both with 'Enabled' checkboxes. Under 'Include Columns', 'Dollar Difference' and 'Percentage of Income' are unchecked. Under 'Other Options', 'Show Ledger Codes', 'Consolidate Ledgers', and 'Preview Account Grouping' are also unchecked.

### **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.

The screenshot shows the 'Report Options' dialog box with the 'Financial Advanced' tab selected. It features two input fields: 'Include Additional Account' and 'Include Additional Account List', each with a search icon. A note at the bottom states: 'Note: Additional 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

Report Options

Receivable Activity | Report | Aggregates | Contacts

Receivable Activity: Open Charges

Limit to Charge: [ ]

Limit to Account: [ ]

Limit to Account List: [ ]

Description:  Include Payee  Scrub Driver References  
 Include Payer  
 Include Unit

## 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

Report Options

Payable Activity | Report | Aggregates | Contacts

Payable Activity: Open Invoices

Limit to Account: [ ]

Limit to Account List: [ ]

Description:  Include Payee  Scrub Driver References  
 Include Payer  
 Include Unit

## **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.

### Tabs

#### Report Information

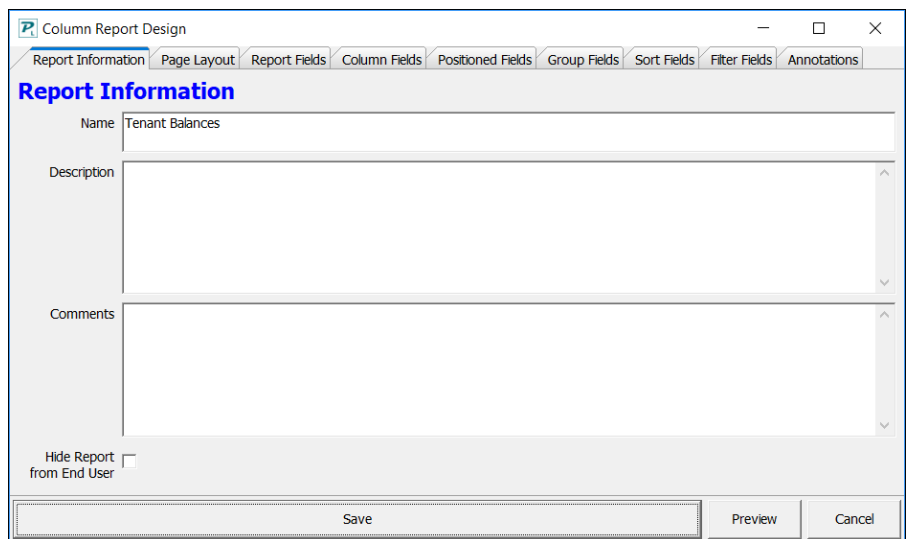
Name, Description, Comment are all free-form fields for describing the report.

In this modify function changes to this screen are ignored.

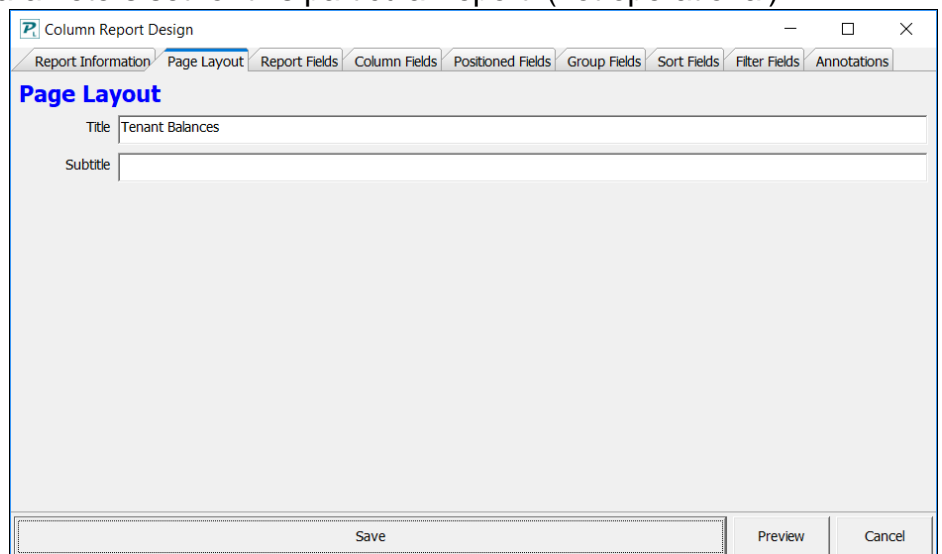
#### Page Layout

**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)



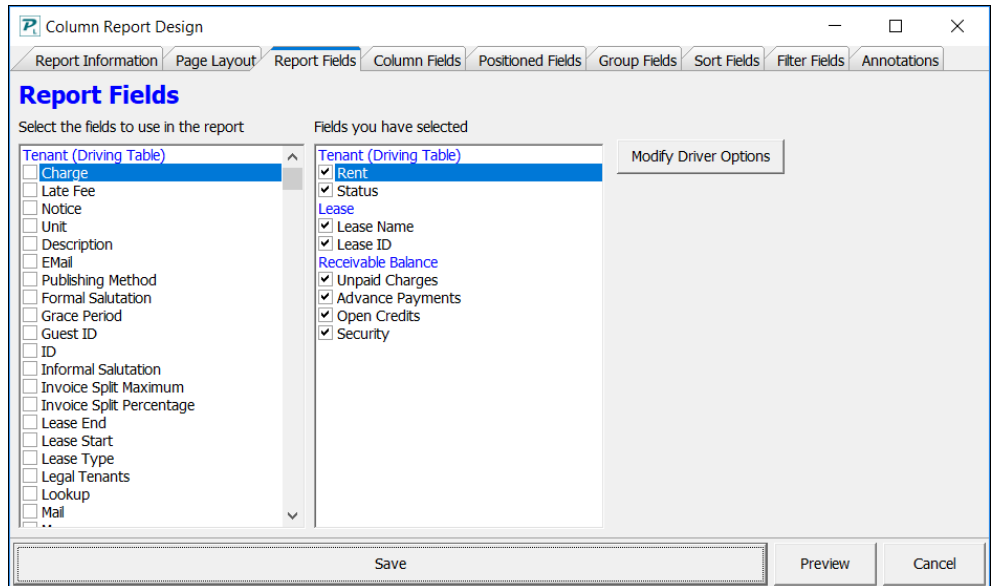
The screenshot shows the 'Column Report Design' window with the 'Report Information' tab selected. The window title is 'Column Report Design'. The tab bar includes 'Report Information', 'Page Layout', 'Report Fields', 'Column Fields', 'Positioned Fields', 'Group Fields', 'Sort Fields', 'Filter Fields', and 'Annotations'. The 'Report Information' section has three text input fields: 'Name' (containing 'Tenant Balances'), 'Description', and 'Comments'. Below these fields is a checkbox labeled 'Hide Report from End User' which is unchecked. At the bottom of the window are three buttons: 'Save', 'Preview', and 'Cancel'.



The screenshot shows the 'Column Report Design' window with the 'Page Layout' tab selected. The window title is 'Column Report Design'. The tab bar includes 'Report Information', 'Page Layout', 'Report Fields', 'Column Fields', 'Positioned Fields', 'Group Fields', 'Sort Fields', 'Filter Fields', and 'Annotations'. The 'Page Layout' section has two text input fields: 'Title' (containing 'Tenant Balances') and 'Subtitle'. At the bottom of the window are three buttons: 'Save', 'Preview', and 'Cancel'.

## 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.

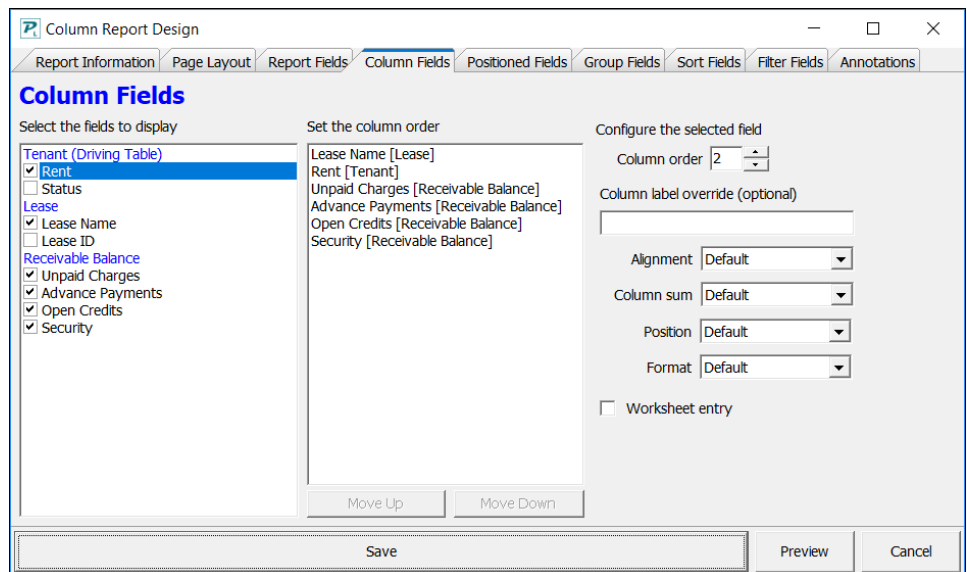
**Set the Column Order** - using the <Move Up> and <Move Down> buttons (or drag and drop) the position of the columns can be changed.

**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.

The screenshot shows the 'Column Report Design' application window with the 'Group Fields' tab active. The interface is organized into three main panels:

- Select the fields to group by:** A list of fields under the heading 'Tenant (Driving Table)'. The fields are: Rent, Status, Lease, Lease Name (checked), Lease ID, Receivable Balance, Unpaid Charges, Advance Payments, Open Credits, and Security.
- Set the group order:** A list containing 'Lease Name [Lease]'. Below this list are 'Move Up' and 'Move Down' buttons.
- Configure the selected field:** A panel for configuring the 'Lease Name [Lease]' field. It includes: 'Sort order' (set to 1), 'Ascending' (selected) and 'Descending' (unselected) radio buttons, 'Display Field' (set to 'Lease Name [Lease]'), 'Alignment' (set to 'Default'), and 'Format' (set to 'Default'). There are also checkboxes for 'Hide group header', 'Hide group footer', 'Display as Section Header', 'Display before Column Headers', 'Start New Page', and 'Continue Running Totals'.

At the bottom of the window are 'Save', 'Preview', and 'Cancel' buttons.

### **Configure the select field**

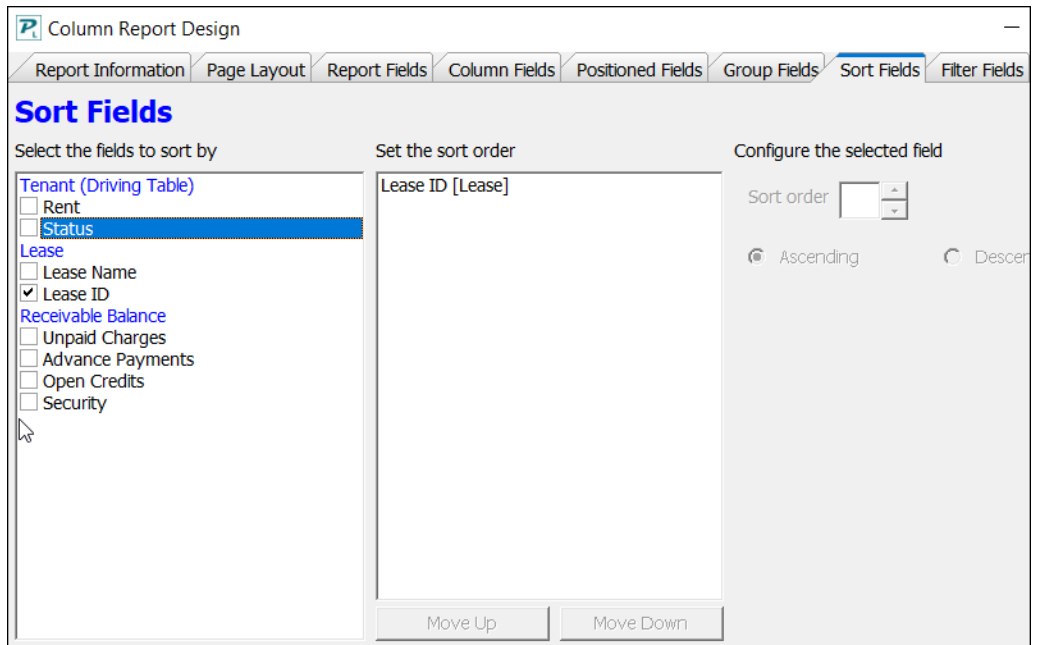
- **Sort order** - place the groups in the order they should be listed. An example would be a unit report grouped by unit type with each zip code.
- **Ascending or Descending** - dictates the order the sort will be listed.
- **Hide Group Header** - suppresses the group label.
- **Hide Group Footer** - 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.



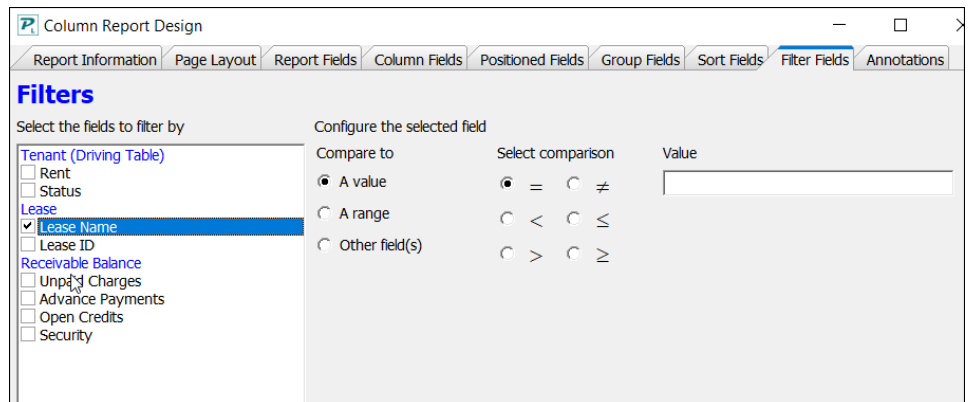
## Filter Fields

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.

The screenshot shows the 'Filter Fields' tab in the 'Column Report Design' window. The 'Tenant (Driving Table)' is selected. Under 'Select the fields to filter by', 'Lease Start' is checked. Under 'Configure the selected field', 'Compare to' is set to 'The report date range' and 'Select comparison' is set to 'Include range'. A text box on the right explains: 'The date field that you selected on the left will be compared to a range defined by the report's beginning and ending dates. You will be asked for the beginning and ending dates when you run the report.'

- **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.

The screenshot shows the 'Filter Fields' tab in the 'Column Report Design' window. The 'Tenant (Driving Table)' is selected. Under 'Select the fields to filter by', 'Lease Start' is checked. Under 'Configure the selected field', 'Compare to' is set to 'A range relative to the report date' and 'Select comparison' is set to 'Include range'. Two input fields are visible: 'Number of days before report date' with a value of 0, and 'Number of days after report date' with a value of 0. A text box on the right explains: 'The date field that you selected on the left will be compared to a range of days before and after the report date. You will be asked for the report date 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. Seiski at Willow Brooke Unit 206	\$775.00	\$775.00			
Allen Sell at 9317 Rockport	\$1,075.00	\$1,075.00			
Robert Spatz 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
	<u>\$11,960.00</u>	<u>\$9,485.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,025.00</u>



## 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. Seiski 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	
<b>CLAYTON</b>						
Edward & Marianne Guro at 212 Main Street	\$950.00				\$1,150.00	
<b>GOLDEN</b>						
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
<b>LEBENSON</b>						
Allen Sell at 9317 Rockport	\$1,075.00	\$1,075.00				
<b>NU</b>						
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. Seiski 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
<b>SCHENK</b>						
Jerry and Karyl Rodriguez at 2118 Oak Street	\$980.00	\$1,005.00			\$980.00	
<b>STOY</b>						
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

<b>Tenant Balances</b>					
August 17, 2018					
Lease Name	Rent	Unpaid Charges	Advance Payments	Open Credits	Security
<b>Frederick L. Clayton</b>					
Edward & Marianne Guro at 212 Main Street	\$950.00				\$1,150.00
<b>Harrison S. Golden</b>					
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
<b>Ira C. Lebson</b>					
Allen Sell at 9317 Rockport	\$1,075.00	\$1,075.00			
<b>NUZIG Inc.</b>					
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. Seiski at Willow Brooke Unit 206	\$775.00	\$775.00			
Robert Spatz 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
NUZIG Inc.	\$6,225.00	\$5,100.00	\$0.00	\$0.00	\$2,880.00
<b>Donald S. Schenk</b>					
Jerry and Karyl Rodriguez at 2118 Oak Street	\$980.00	\$1,005.00			\$980.00
<b>Robert Stoy</b>					
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 continue.

### **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?