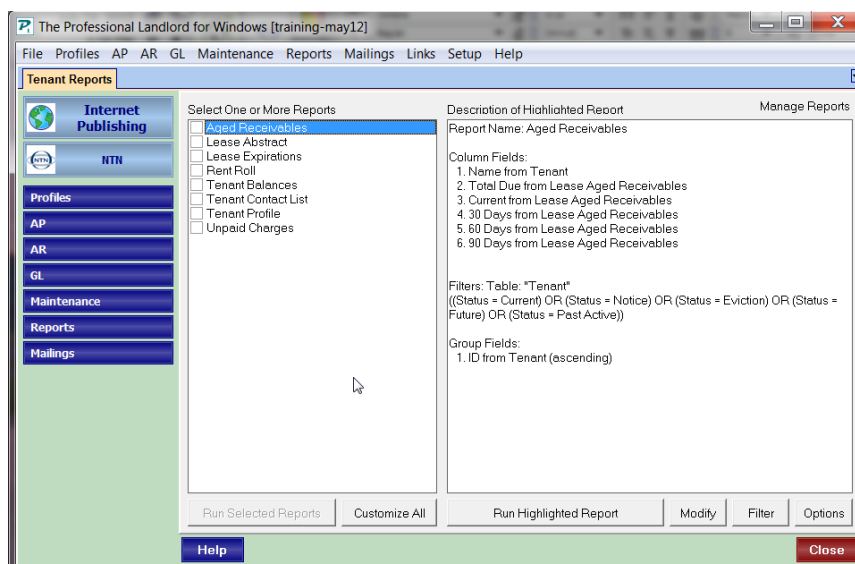


This document will give you step by step instructions on how to modify an existing report by adding and/or removing fields. The Tenant Balance report will be used. A field (unit address) will be added and a field (advanced payments) will be removed.

1. Go to <<Reports, Tenant Reports>>.

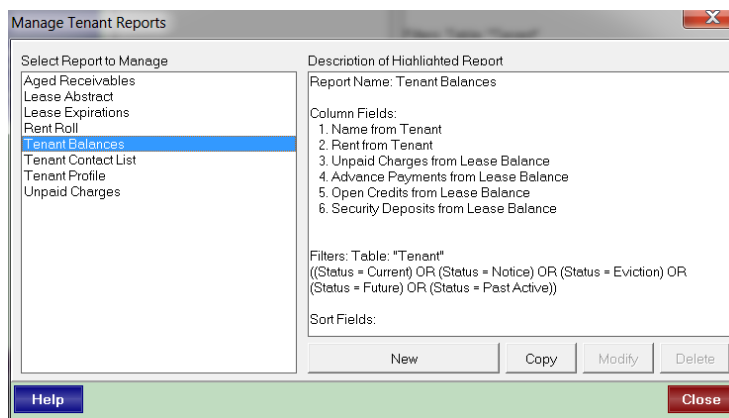
Click on <Manage Reports>.



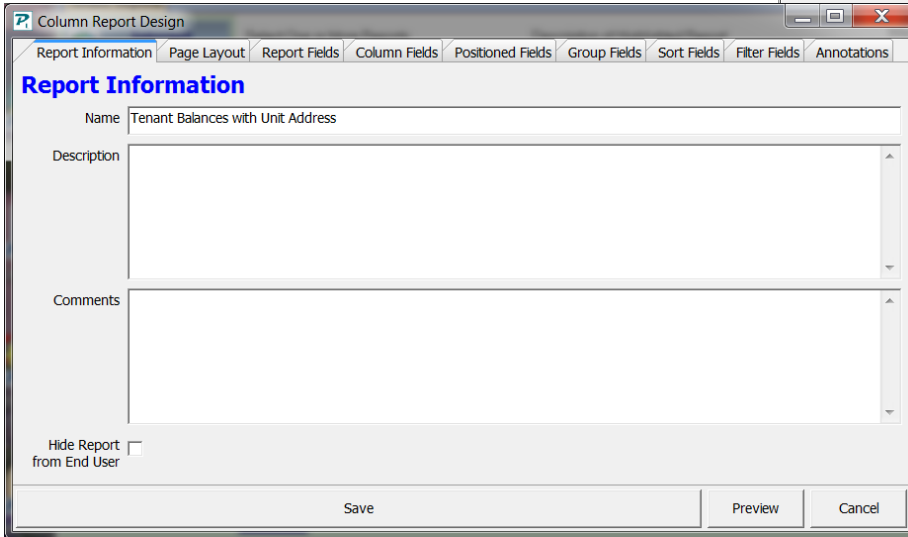
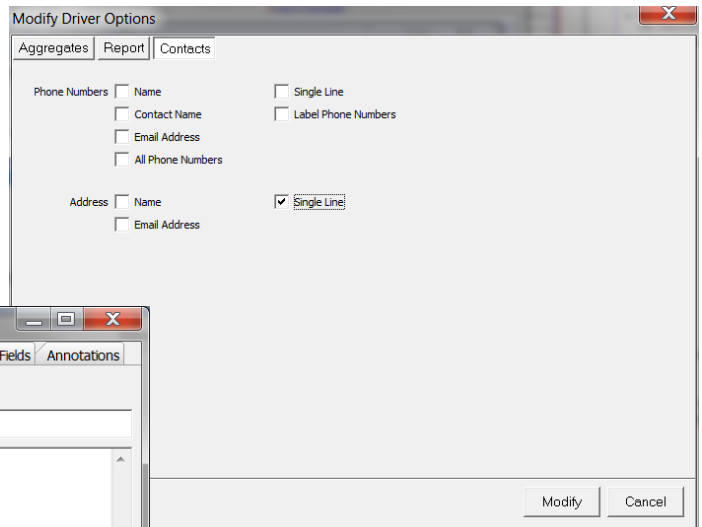
2. Highlight Tenant Balances

click <Copy>.

and

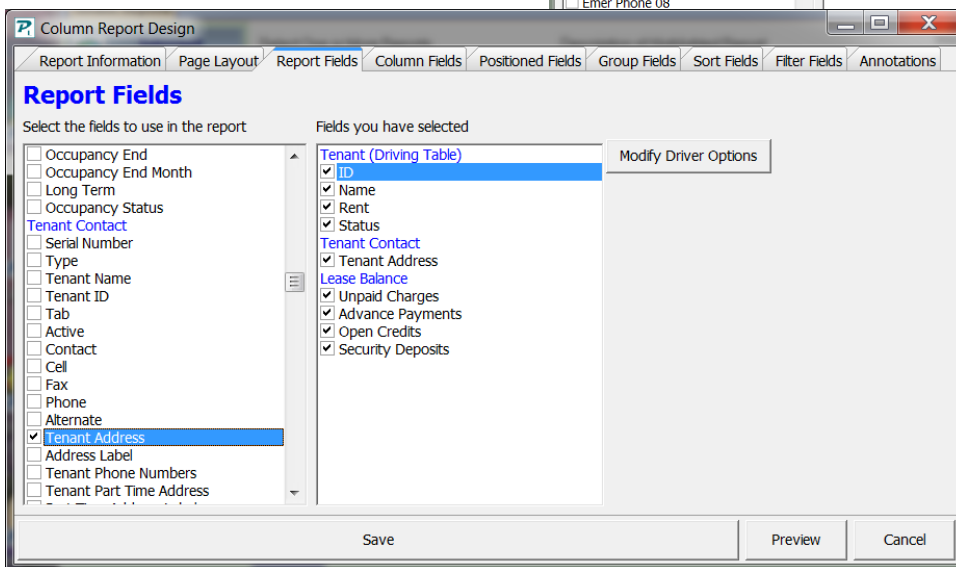
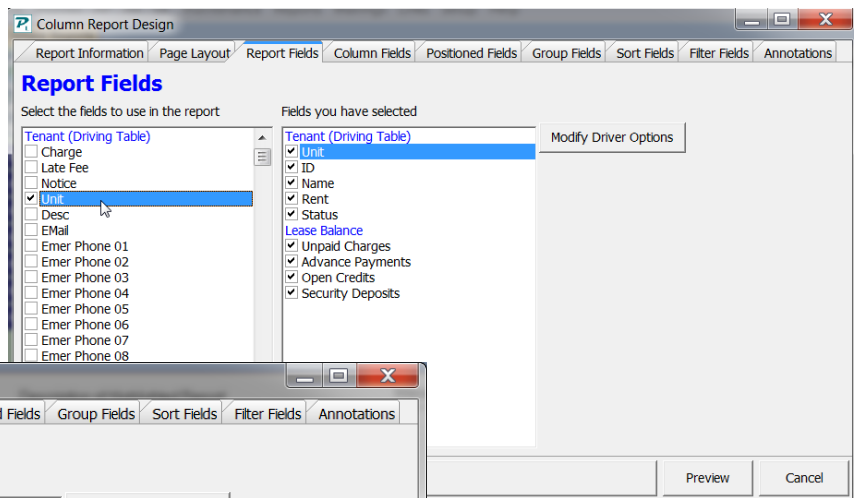


3. Click on <Modify Driver Options>. Click on the Contact tab. Mark the Address, Single Line checkbox. Click <Modify>.

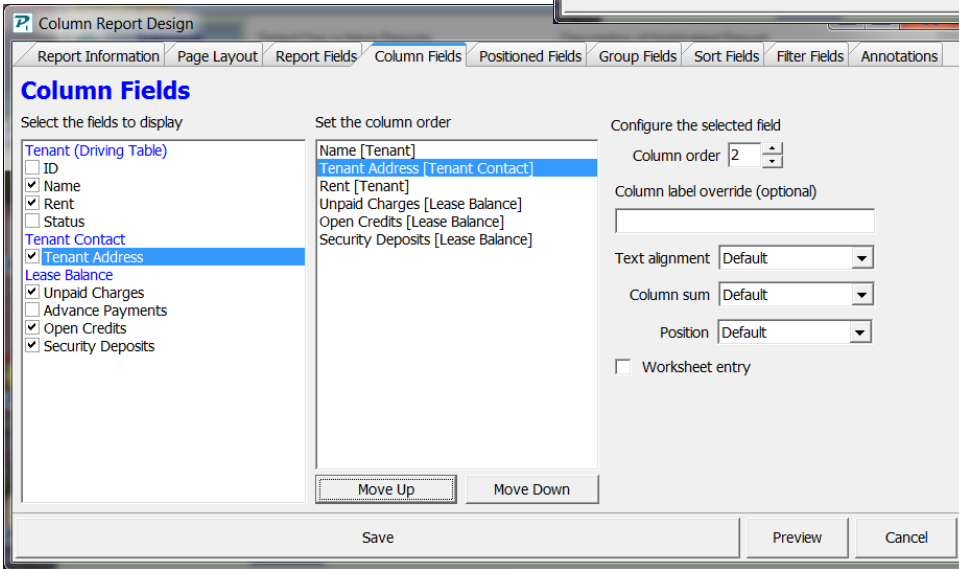
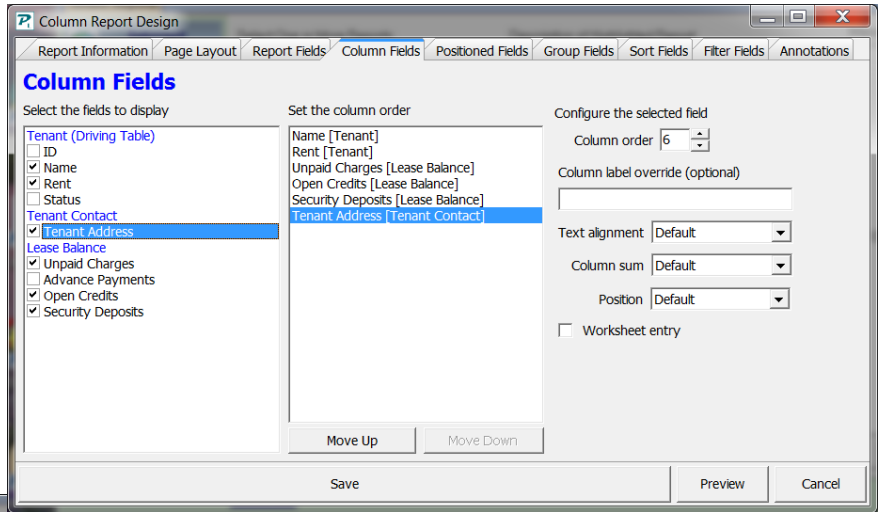


4. On the Report Information tab, change the name to Tenant Balances with Unit Address.

5. On the Report field tab under the Tenant contact section mark Tenant Address



- On the Column fields tab
  - Unmark Advanced Payments
  - Mark Tenant Address
  - Move up Tenant Address so it is below Name [Tenant]



- Click Save, Close, Add to Report List.

### Tenant Balances

October 30, 2012

Name	Tenant Address	Rent	Unpaid Charges	Open Credits	Security Deposits
Joseph P. Bruno	436 Fairway Drive, Vienna VA 22180	\$1,140.00			\$1,325.00
John Goldman	202 Windham Street, Vienna VA 22181	\$1,125.00			
Edward & Marianne Guro	212 Main Street, Fairfax VA 21015	\$950.00			\$1,150.00
Anthony Kmetz	2118 Oak Street, Vienna VA 22180	\$965.00			
Johnny Parsons	206 Center Street North, Unit 202, Vienna VA 22181				
Jerry and Karyl Rodriguez	2118 Oak Street, Plantation FL 74390	\$980.00			\$980.00
Rita Roseman	327 Cedar Lane, Vienna VA 22181	\$690.00	\$715.00		\$690.00
Phyllis Schrader	206 Center Street North, Unit 203, Vienna VA 22181	\$1,150.00			\$1,150.00
Edward R. Seilski	206 Center Street North, Unit 201, Vienna VA 22181	\$775.00			
Robert Spotz	206 Center Street North, Unit 202, Vienna VA 22181	\$850.00			\$955.00
Thomas J. Stieffel	206 Center Street North, Unit 201, Vienna VA 22181	\$2,325.00			\$775.00
		\$10,950.00	\$715.00	\$0.00	\$7,025.00