

Rental Property Tracker Lite™

A Simple Rental Management System

User Guide

Welcome! Thank you for downloading your copy of *Rental Property Tracker Lite™* from SpiritWorks Software Inc.

Rental Property Tracker Lite was developed with the small businessperson in mind. **This program promotes greater work productivity**, because you will be able to spend less time keeping track of all your bookkeeping requirements.

All information used in *Rental Property Tracker Lite* is stored in interrelated database files. Each database contains a set of information, called a record, such as tenants, units, etc. In some databases you will create lists of charges, etc. You will be able to pick from these lists when completing new records.

Rental Property Tracker Lite contains **easily searchable databases** of all your business functions, including income, expenses, etc. You can also print out **several different reports** from each database to keep in your filing system.

By using *Rental Property Tracker Lite*, you not only keep track of your tenants and unit details, but you can easily find out who is late with their rent and prepare tax forms. **Through better organization of your rental information you can realize better time management.**

You can use the software for ten days (or ten uses) before needing to purchase a registration number. To register *Rental Property Tracker Lite*, go to <http://productivity-software.com/rentlite/register.html>

When you receive your registration info, click the **Register** button on the Welcome screen and fill in your user name and the registration number. You will then be entitled to updates, technical support and can use the software indefinitely.

Almost every window in this software has a **Help** button which will display a window that contains all the most current information about that component of the software. The Help window also contains a **Tutorial** for each component.

Your questions, comments, suggestions and bug reports are always welcome. Please send your email to: support@productivity-software.com

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Quick Start

Here are some tips on getting started quickly with *Rental Property Tracker Lite*. If you only have a few minutes, read this section. For more a much more detailed description of the features and use of this program, refer to the complete user guide.

The Rental Property Tracker Lite screen is divided into three general areas which display different information depending on the tab selected at the top right of the screen.

If the **Rental Income Tracker** tab is selected, **Tenant Tracker** appears on the left and **Rental Income Tracker** on the right.

If the **Unit Tracker** tab is selected, **Tenant Tracker** appears on the left and **Unit Tracker** on the right.

If the **Expense Tracker** tab is selected, **Other Income Tracker** appears on the left and **Expense Tracker** on the right.

The lower section of the window is devoted to the **Rent Roll** table which will show you all the Tenants who are **Late** with their Rent.

There is a **Full Screen** option near the top of the window, which toggles the window between full screen and an independent window,

Here are step-by-step directions for creating Rental Unit and Tenant records, and using Rental Income Tracker, There are also tips on using Expense Tracker, Other Income Tracker and the Account Register.

Unit Tracker

1) First create Unit records for each of your units. Start by choosing **Unit Tracker** from the tab menu at the top of the screen. Then click the **New Unit Record** button. A **Rental Units** window will open that lists your **Buildings** and **Units**.

2) In this software, **Units** are buildings or parts of buildings that are available for rent. **Buildings** are logical collections of Units. If you have one or more multiple unit buildings, click **Add Building** in the lower left corner of the **Rental Units** screen. You will be asked for the name of the building and then you will be asked to pick a unit type. The choices are **Apt., House, Room, Unit or Other**.

2a) To add a **Unit** to a **Building**, click the name of an existing **Building** and then click **Add Unit(s)**. You will be asked if you want to add one or more units to the building. If your units are sequentially numbered (ie, 1,2,3,4,5) then you can use the **More than one** feature. If they are not sequential or have alpha designations (ie, 1a, 2b, cottage, etc.) then you must choose the **Just one** button.

If you choose the **More than one** feature, you will be asked for the number of the first and last unit in the building. You will next be asked for the street address, which will be appended with the apt or room number and entered into the first line of the Address field. Next you will be asked for the City, State and Zip which will also be added to the **Address** field on the new Rental Unit record. Then you will be asked for the **Kind of Property** (Apt. Building, Condos, Cabanas, etc.)

If you choose the **Just one** option, you will only be asked for the name of the new unit. Then you will need to fill in the rest of the required information for the new **Unit Tracker** record.

2b) To add a Unit that is not part of a Building, make sure there is no building selected in the **Rental Units** window and then click **Add Unit**. You will be asked for the name of the new unit. Use an abbreviated form of the address (ie, 1234 Main) or a nickname. Then you will need to fill in the rest of the required information (complete address, manager and owner's name) for the new **Unit Tracker** record.

***Note:** We suggest you create all unit records first and then assign Units to the Tenant Tracker records as you create them.*

3) Click the **Owner/Manager** tab (in **Unit Tracker**) and click the **Add/Select Manager** button. You will be asked if the manager is the same for all units. After creating a new manager, click the **Description** button in the **Managers/Owners** window and fill in the address and other information.

4) Then click **Add/Select Owner(s)**. If you pick more than one owner from the list, you will be asked for the percentage of ownership for each owner.

5) Click the **Unit Cost** tab for any Unit that is not part of a multi-unit building or is the first unit for a building (in other words, you do not need to keep track of the Unit Cost for each unit of a multi-unit building, so just pick one) and enter any information you want to keep track of. This section is optional.

Tenant Tracker

6) Then create **Tenant Tracker** records for each of your tenants. Start by clicking the **New Tenant Record** button and follow the prompts. You will be asked for a **First Name**, **Last Name**, **Rent** amount, **Deposit** amount, if the Deposit has been paid, the **Lease Exp.** date (enter MTM for month to month rentals), the **Late Charge** (if you charge a daily charge after the late date, enter the primary charge followed by a comma and then the daily charge. For example, if you charge \$25 plus \$5 per day after the Late date, enter \$25,\$5). Next you will be asked if the rental period is **Weekly**, **Fortnightly** (every two weeks), **Multi-month** (longer than one month) or **Monthly**, the **Due Date** (usually the 1st of the month) and the **Late Date**.

7) Click **Add/Select Unit** and choose the unit for the tenant. If you have several Tenants in one Unit, you have two options. First you can use the **Additional Lease Name(s)** field (in the **Personal Info** section) to add other tenants to one lease. If each tenant has their own separate lease then click the **Multiple Tenancy** option on the **Unit Tracker** record, and add all the Tenants from there.

Multiple Units for one Tenant is not supported in this software. You can work around this by having multiple Tenant records for the same Tenant (add a middle initial or name to differentiate the tenant records).

If the **Sync** option above the **Unit** field in **Tenant Tracker** is enabled, the **Unit Tracker** record (or the last **Rental Income Tracker** record) for the **Tenant** will automatically be displayed when you go to another **Tenant Tracker** record.

Moved In Dates

8) Next enter the **Moved In** date. The software uses the Moved In date to determine how many months of payments to look for in determining if rent is past due and what the balance due is. So you need to pick the first Due date that you want to start entering rental payments into the software as the Moved In date.

If all your tenants have the same **Due Date** then you can enter a **Default Moved In** date in the **Tenant Tracker Prefs** window (click **Prefs** and then **Tenant Tracker Prefs**) and enter actual moved in dates on the individual **Tenant Tracker** records.

Most people don't want to go back very many months, so they just enter a fairly recent **Due Date** as the **Moved In** date and then enter the actual date the tenant moved in into the **Unit History** field on the **Unit Tracker** record.

So, for example, if you start using the software in March and you want to include historical data for February, then the **Default Moved In** date should be February 1 (or the first day of that rental period).

You can enter the actual **Moved In** date for recent and future tenants. This date is automatically entered into the **Unit History** field in the **Unit Tracker** section.

9) For existing tenants, click the **Deposit Details** button and indicate if the **Deposit** has been paid, and if so, on what date. You can also indicate if the deposit has only partially been paid and when the deposit was returned to the tenant after moving out.

10) If your tenant receives a rent subsidy, click the **Personal Info** tab, then click the **Rent Subsidy** option and fill in the amount of the subsidy in the **Rent Subsidy** field. There are several other fields in the Personal Info section (in addition to the two phone fields at the top of the screen and an **Other Phones** field in the **Notes** section) that you can use to keep track of various information.

11) Recurring charges can be added to the rent each month by clicking **Add/Select Charge**, then selecting a charge and clicking **Choose Charge**. Use **Create Charge** to add new charge types.

12) If your tenant has a balance due or credit, enter the amount in the **Balance Due** field (put a minus sign before any credit amount). This amount will be added to **Rental Income Tracker's Charges** field automatically.

Rental Income Tracker

13) Now click **Post New Rent** to create a new **Rental Income Tracker** record for that Tenant, OR you can click the **New RIT Record** button and choose a Tenant. If this is the first record for that tenant in **Rental Income Tracker**, you will be asked if this is a **New Tenant** (if so, the deposit will be added to the charges and the rent amount may be prorated) or just the **First Payment** for the tenant. The Starting Date, Ending Date and Late Date as well as the current months charges will all be automatically filled in for you. You can add any deposits, balances due or other charges to the **Charges** field by typing directly into the field or by clicking **Add Charge** and creating or choosing a charge.

14) Next click the **Payment Date** field and enter the date of the payment.

If the tenant made a partial payment on that date, enter the amount of the payment in the **Payment** field and click **Create Receipt**, then choose the date of the second payment and enter the amount of the second payment and click **Create Receipt**. All partial payments, for the same rental period, for any one tenant, should appear on one **Rental Income Tracker** record.

If the tenant paid in full, you just need to click the **Create Receipt** button which transfers the payment to the **Payments** field in **Tenant Tracker**. It is important to remember to click the **Create Receipt** button after adding any payment to **Rental Income Tracker** so that it is posted to the Tenant's **Payments** field.

If the tenant is paying by Credit Card, you can use the **Online Payment** feature to process a credit transaction over the Internet.

15) Then click the **New RIT Record** button and enter the next months payment(s) for the same tenant, or you can choose another tenant.

There is much more information about each component of the software available by clicking the **Help** button in that component or window.

If you have any questions or comments about the software, feel free to contact us at support@productivity-software.com

Getting Started

Information about common features and backing up your data.

Common Features

The most common features of *Rental Property Tracker Lite* are similar in each component. These features include:

The **Prev** and **Next** arrow buttons move between the records in the database. The **Record #** field displays the number of each record in the database. The number of a record may change if you delete a record or sort the database. Click the **Last** button to see how many records there are.

Click the **New** button to create a new record. To remove one or more records from the database, click the **Delete** button. You will then be asked if you want to delete **All** records or **Just this one** (only the current record).

The **Find** button is used to search for text on any record in that particular component (or database). The **Sort** button sorts the records by certain fields in the database.

There is a **Help** button on nearly every screen which opens a new window with context sensitive information about that screen and all the features of that component.

Other Features

In unregistered versions of the software there is a **Register** button in the lower left corner of the screen. After registering this button becomes a **Backup Records** button.

Each component has a **Report** button in the lower part of the screen that opens a new window with report options or output.

The **Prefs**, or Preferences button opens a new window where you can change visual aspects of the software, and change date, time and currency formats.

You can save the current database by clicking the **Save** button. Data is normally saved automatically when going to another record or closing a window.

The **Quit** button simply takes you out of the program itself. In registered versions of the software, you will be reminded to backup your data. Closing the last window will also quit the program, but you will not be reminded to backup your data.

Backing Up Data

It is always a good idea to backup your data on a regular basis, either daily or weekly. There are four ways to back up your data in *Rental Property Tracker Lite*. In any registered version of the software, whenever you click the **Quit** button, you are asked if you want to create a backup of your records. Essentially, this is the same as clicking the **Backup Records** button on the Welcome screen.

By creating a backup of your records, you will be able to restore your data to another copy of the software, should your computer or the software fail for some reason. The backup file will also be useful when updating to a new version of the software. The file has the extension .bak and will be created in the directory that you specify.

Another method is to copy the entire program folder onto a CD/DVD. In Windows, the program folder can be found in your Documents folder. On the Mac, look in the Applications folder. This is the least desirable method as it takes up much more disk space and if you want to update to a newer version of the software, you need the backup or export files.

The recommended backup method is to save the .bak file to your computer and then copy the backup (or export) files to another disk, at least once a week, so that if you need to reformat your drive for some reason, the backup files are not on that drive.

Another good practice is to check the size of the backup file as you copy it to another disk and make sure it is always at least as big as the previous backup file. A smaller file would indicate an incomplete backup file.

Tabs and Preferences

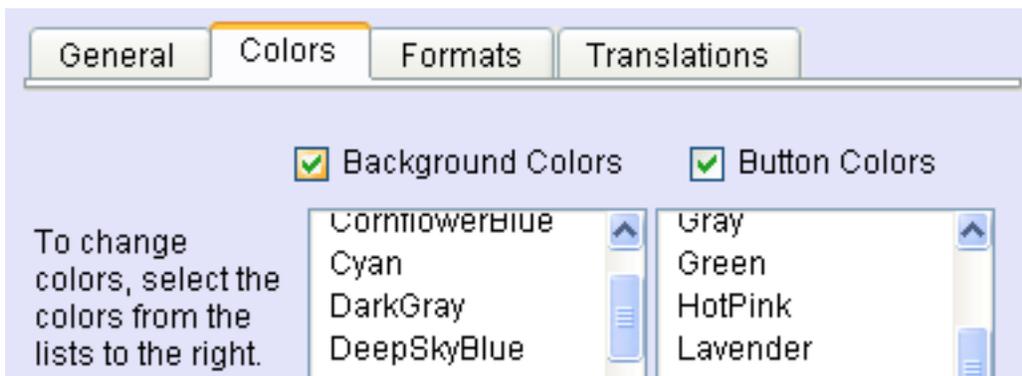
Tabs are special buttons which allow you to see more information or options in a window. You will find tab buttons in many components of the software.



In the Preferences window, for example, the buttons pictured above allow you to choose which options are displayed at any one time, making the screen much less cluttered. By clicking each tab button you hide and show specific fields and/or buttons.

Here are the features of the Preferences window:

Color Preferences



Reveal the two color lists by choosing the **Background Colors** and/or the **Button Colors** options near the top of the screen.

You can change the background color for each component (or all windows) of this program by choosing a color from the **Background Color** list. The background color, of the component you clicked the **Prefs** button in, will automatically change to the new color. Use the up and down arrow keys to change the colors after selecting the first one. Choose any color by selecting the Other... option in the **Background Colors** list.

Change the button colors by choosing a color from the the **Button Color** list. The button colors, of the component you clicked the **Prefs** button in, will automatically change to the new color. Use the up and down arrow keys to change the colors after selecting the first one. You can choose any color by selecting the Other... option in the **Button Color** list.

Play around with these selections until you find a color combination that is pleasing to your eyes.



Click the **Set Desktop Cover** button to choose a color or pattern to hide other program windows, and the icons on your Desktop, for a full screen effect. You can choose from one of the preselected patterns, choose a **Custom Pattern**, a solid **Black** or a solid **Custom Color**. If you change your mind, click the **Clear Desktop Pattern** button to remove the desktop cover. Click the **Return to Colors** button to exit the Desktop Cover selection screen.

Click the **Rounded Appearance** button to make the buttons and fields more rounded and three dimensional.

To change the highlight color, click **Highlight Color**, hold down the Control (or Command) key and then click a color from the **Background** colors list.

Click the **Default Settings** button to return all settings back to their default values.

Click the **Save** button to save your new Preferences.

Click the **Help** button to find out about all the options in the Preferences window.

Click the **Close Window** button to close the Preferences window.

Formats

You can choose different formats by clicking the **Formats** tab.

The **Time Format** defaults to **AM/PM**, but if you would want times displayed in 24 hour format, click **24 Hrs**.

The **Date Format** defaults to **MM/DD/YY** (ie, 12/25/09), but if you would want dates displayed in European format (ie, 25/12/09) click the **DD/MM/YY** option.

The **Distance Format** allows you to change appropriate labels to **Kilometers** or **Miles**.

You can also change the **Liquids Format** to **Gallons**, **Liters** or **Litres**.

The **Add leading zeros to numbers in reports and invoices** option is designed to help line up numbers in reports and invoices, and creates columns of numbers that look like this:

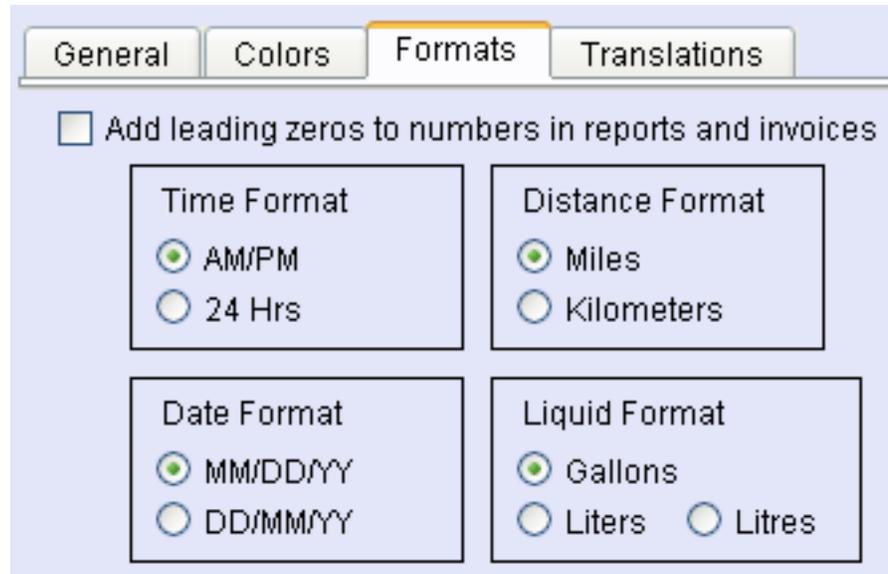
\$1002.34
\$0035.79
\$0123.45

International Preferences

Enabling the **International Version** option changes the spelling of check to cheque, sets print margins for A4 paper, and adds VAT or GST tax form reports to Expense Tracker's Reports.

The **Address Preferences** button allows you to specify what Districts are called in your country and which Postal Code type is used. The **Address Format** menu determines the order and format of the City, State or District fields in all printed addresses.

You can change **Monetary Symbols** and **Tax Types** in the **General** section of the Preferences window.



General Preferences

Click the **General** tab to set more preferences.

You can set the **Monetary Symbol & Format** to something other than the dollar sign (\$), if you use a different one, by picking a new symbol from the menu, or by choosing Other... from the menu. You can use up to 4 characters for the monetary symbol. The new symbol will be displayed in all invoices and reports. Use the next menu to choose your preferred currency format (\$1,234.56, \$1.234,56 or 1.234,56\$)

Change your local **Tax Type** from **Sales Tax** to **VAT, GST** or any other, by using the menu provided. You can specify the **# of decimal places** to be displayed in numbers.

The screenshot shows the 'General' tab of the preferences dialog. It includes controls for the monetary symbol and format, tax type, decimal places, and an auto-backup option. The 'Auto Backup' section is currently set to 'Always'.

The **Suppress Restore Continue Dialogs** option allows the **Restore Records** process to proceed without any user interaction. If this option is not enabled you will be notified when the records have been restored to each component of the software.

When you click any of the **Quit** buttons (after registering the software) you can specify if you want an **Auto Backup** done. The choices are **Ask First**, **Always** (you will be asked to specify the name and location of the backup file), or **Never** (you will not be asked again when quitting).

Keyboard Shortcuts

Many buttons have a keyboard equivalent, also known as a keyboard shortcut.

Shortcuts are indicated by the letter of the button that is underlined. Just press the letter on your keyboard to activate the button. If you have selected the **Rounded Appearance** option in Preferences, you will not see any underlined letters in the buttons. These shortcuts will still work though.

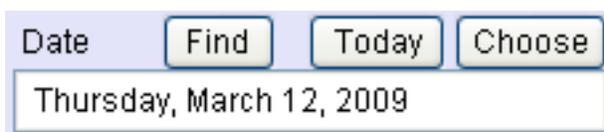
You may need to press the Alt key (or the Command key on the Macintosh) and then the shortcut letter.

In any field that you can type in, you can also use the standard Cut (Ctrl + x or Command + x), Copy (Ctrl + c or Command + c) and Paste (Ctrl + v or Command + v) keyboard shortcuts. Select All (Ctrl + a or Command + a) is also fully supported, but Undo (Ctrl + z or Command + z) is not. Sometimes it works and sometimes it doesn't.

You can also use (Ctrl + s or Command + s) to save your data at any time and (Ctrl + w or Command + w) to close any window . Closing the last window will quit the program but without saving any changes. (Ctrl + q or Command + q) will also quit the program plus save any changes.

Data Input

Some data can be input directly into a field such as the **Notes** field. Most fields require going through a dialog of some kind. This prevents you from entering data that would cause errors, and so you can pick from a list rather than having to retype.



Some **Date** fields have two buttons above them for various methods of data input.

You can click the **Today** button to input the current date. Clicking the field produces a

dialog which asks you to enter a date.

By clicking on the field OR by clicking the **Choose** button you can choose a date from a calendar.

Many fields have **Add/Select** buttons above them which allow you to pick an entry from a list. You can also **Add, Delete** or **Modify** entry names from this window.



In any field that you can type in, you can use the standard Cut (Ctrl + x or Command + x), Copy (Ctrl + c or Command + c) and Paste (Ctrl + v or Command + v) keyboard shortcuts. Select All (Ctrl + a or Command + a) is also fully supported, but Undo (Ctrl + z or Command + z) is not.

You can also use (Ctrl + s or Command + s) to save your data at any time and (Ctrl + w or Command + w) to close many windows. Although records are normally saved when going to another record, or closing the component it is often a good idea to click the **Save** button after making changes, just to be safe.

Reports

Various reports can be generated from each component of *Rental Property Tracker Lite*. Look for the **Report** buttons in the lower section of the main window.

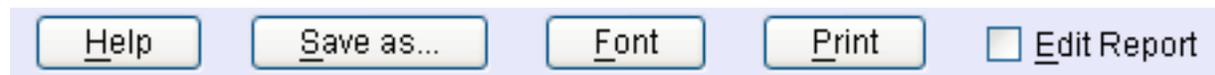
The Reports for each component are somewhat different because of the nature of the data collected and the type of report to be generated. In most cases there is an intermediate screen where you can choose **Options** and **Sort Orders** and pick other specific criteria for your report.

In some cases, you go directly to the report screen where you have a few **Options** and **Sort Order** choices for your report.

There is a **Help** button on each option window with more about the report options.

In most cases you can choose a range of **Dates** for your report.

On the bottom of the report window, you will find the following buttons (plus a **Close Window** button which is not pictured):



Save As... saves the report as a text file for archiving or exporting to a spreadsheet or word processor for formatting, etc.

Font allows you to specify the size and font of the text in the report.

Print prints the report – you may need to print some reports in Landscape mode (horizontally as opposed to the normal vertical orientation).

Edit Report allows you to make changes to the report before printing or exporting – when this button is unchecked (in its normal position) you can click the main line of each record's data to go directly to that record.

There is a row of buttons, above the report's output field, (pictured below) that allow you to change the width of the columns (the tab stops) in the report. Just drag any of the little rectangles left or right to make the report more readable.



Updating the Software

When updating the software, make sure the software is backed up completely by creating a .bak file. You can do this by clicking the **Backup Records** button on the Welcome screen. You can also copy the software to a CD if you wish. It is a good idea to open the backup file with a text editor such as NotePad and make sure it contains all your data. You can search for ### to see where the beginning and end of each section of the data is. Then delete the old copy of the software from your computer.

You should never have more than one copy of the software on any computer. If you do, the program can get confused about which file to write to and it will appear that the data you are adding disappears when you open the program the next time.

After deleting the old copy, download a new installer from <http://productivity-software.com/rental/dl2.html> and then install the new version on your computer. Next Register the new copy and then click **Restore Records** on the Welcome screen and locate your .bak file.

Multiple Users

Rental Property Tracker Lite is not designed to run on a server. Each user needs to have a copy of the software on their computer. They can then export their records periodically and then send them to another user for importing. This is a fairly simple process. The export files are very small and can be emailed or sent across a network. Each user needs to have a registration number. Only one person can make changes to the records. You may also be able to use logmein.com to remotely use the software.

Other Helpful Things to Know

You can save the text in the Help window for each component of the software as an RTF file. Just click the **Import/Export RTF** button found at the bottom of the Help window. You can then open and print the text file from any word processing program.

Occasionally during a save or a crash, the current database will get corrupted. Fortunately, the file is always saved with an .rev~ extension first. If a component suddenly disappears from the menu, locate a file with an .rev~ extension within the application's folder (in Windows look in your My Documents folder). If you find a file with the same name and without the .rev~ extension, simply delete the .rev file and remove the ~ from the other file. For example, if contacts.rev were to get corrupted, you will find a duplicate file name but with .rev~ called contacts.rev~. Delete the contacts.rev and rename contacts.rev~ to contacts.rev.

If you have any questions or comments about the software, feel free to email us at: support@productivity-software.com

Unit Tracker

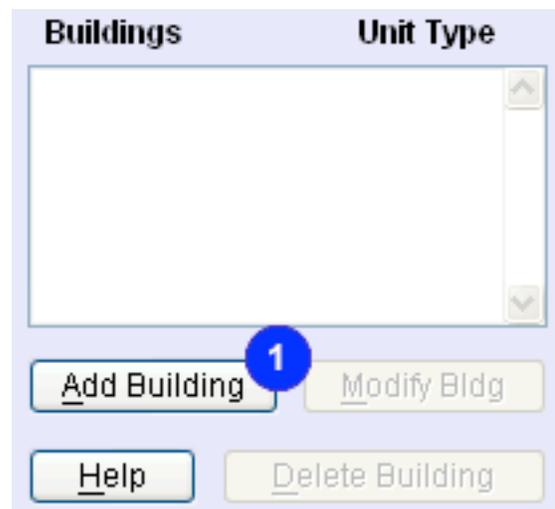
Adding Buildings and Units

In this software the word **Unit** refers to any part of a property that is rented to a tenant. The term **Building** is used to describe a single property which could include one or more rental Units.

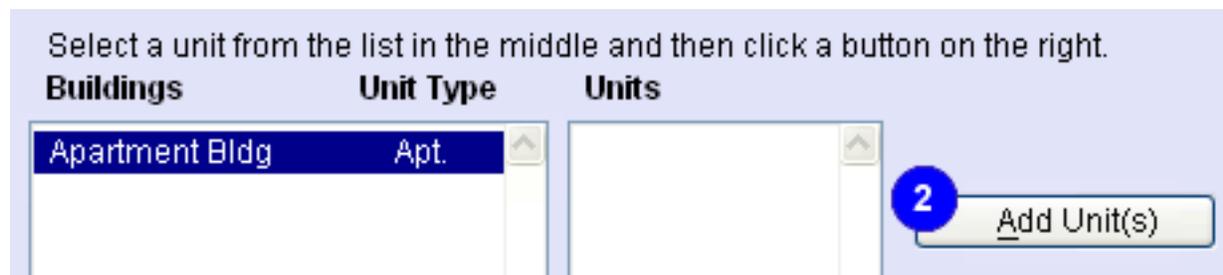
Each "record" in Unit Tracker consists of the **Unit Identification, Address, Description, current Tenant, Unit History, Notes, and Unit Cost.** The unit's **Owner and Manager, the Kind of Property, Rent, Rent Due Date and Lease Expiration Date** are also included.

To add a new record click the **New Unit Record** button. If the building has more than one unit, click **Add Building (1)** to add the building to the **Building** list. Then select the **Building** and click **Add Unit(s) (2)** to add one or more units to the building.

If the **Unit** is a house or other single unit building, you do not need to add a building, just click **Add Unit.** You only need to add a **Building** if there is more than one rentable unit in the Building. After clicking **Add Building (1)** in the lower left corner of the **Rental Units** screen, you will be asked for the name of the building and then you will be asked to pick a unit type. The choices are **Apt., House, Room, Unit or Other.**



To add a Unit to a Building, click the name of an existing **Building** and then click **Add Unit(s)** (in image below). You will be asked if you want to add one or more units to the building. If your units are sequentially numbered (ie, 1,2,3,4,5) then you can use the **More than one** feature. If they are not sequential or have alpha designations (ie, 1a, 2b, cottage, etc.) then you must choose the **Just one** button.



If you choose the **More than one** feature, you will be asked for the number of the first and last unit in the building. You will next be asked for the street address, which will be appended with the apt or room number and entered into the first line of the Address field. Next you will be asked for the City, State and Zip which will also be added to the Address field on the new Rental Unit records.

If you choose the **Just one** option, you will only be asked for the name (or Unit Identification) of the new unit. If you are adding a single unit to a building, you only need to enter the unit number - the name of the Building will be added first.) You will next be asked for the address if this is the first unit for the building.

The screenshot shows a software interface with three tabs: 'Rental Income Tracker', 'Unit Tracker' (which is selected and highlighted in yellow), and 'Expense Tracker'. Below the tabs, there are several input fields and buttons. On the left, there is a 'Unit Identification' field (1) and an 'Address' field (2) with a vertical scroll bar. Below the address field are four tabs: 'Tenant' (4), 'Notes' (5), 'Owner/Manager' (6), and 'Unit Cost' (7). On the right, there is a 'Description' field (3) with a vertical scroll bar and a 'Show Photo' button above it.

The **Unit Identification (1)** and **Address (2)** are automatically entered if you are adding a Unit to a Building. There is a **Description field (3)** where you can enter notes about features of the unit or property. You can also attach a photo by clicking the **Show Photo** button above the **Description** field. The photos are only displayed, not imported, so they must remain in the same location on your computer.

To add a Unit that is *not* part of a Building, make sure there is no building selected in the Rental Units window and then click **Add Unit**. You will be asked for the name of the new unit. Use an abbreviated form of the address (ie, 1234 Main) or a nickname. Then you will need to fill in the rest of the required information for the new Unit Tracker record.

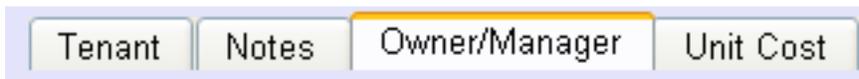
You will be asked for a name (**Unit Identification**) for the new unit. Most people use the first part of the street address for the building or unit identification.

Fill in the **Address** and a **Description** of the unit. Click the **Notes** tab (5) and enter any notes about the condition of the unit in the field provided.

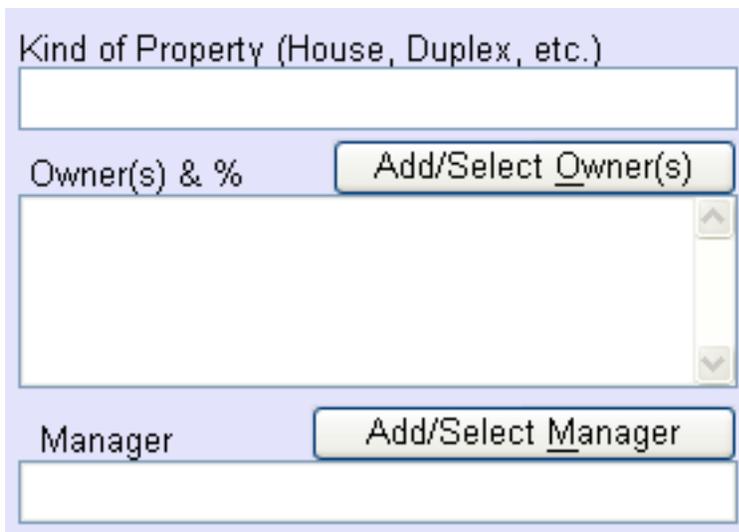
Next click the **Owner/Manager** tab and choose a **Manager** for the unit by clicking the **Add/Select Manager** button, and an **Owner** for the unit by clicking the **Add/Select Owner** button. Owners and Managers are grouped together since the owner and manager might be the same person.

Note: We suggest you create all unit records first and then assign Units to the Tenant Tracker records as you create them.

If the **Sync** option above the **Unit** field in Tenant Tracker is enabled, the Tenant Tracker record will automatically be displayed when you go to another Unit Tracker record.



There are four tab buttons that show the **Tenant** information, **Notes**, **Owner/Manager**, and **Unit Cost**. You can type any amount of notes in the **Notes** field.



Owner/Manager

*Each unit should be assigned an Owner and a Manager. Click the **Owner/Manager** tab and then click the **Add/Select Manager** button. The Manager may be the same person as the Owner. For this reason Owners and Managers are grouped together in the Owners / Managers window.*

Record the **Kind of Property**.

Select one or more owners from a list by clicking the **Add/Select Owners** button. Click the **Add an Owner** button to add new people to the list.

You will be asked for the percentage of ownership by each person when you click the **Choose Owner** button. You will also be asked if the Owner is the same for all units.

You can **Modify** (change the name, in case of misspelling or remarriage) or **Delete a Manager or Owner** by choosing a name and then clicking the appropriate button in the Owners / Managers window.



You can also export the list of **Managers** and **Owners**, with all their contact information, to a text file. Click the **Add an Owner** button to add an owner to the list. Or click the **Add a Manager** button to add a manager to the list. Record contact and tax information about the person by clicking the **Manager (or Owner) Details** button. Click the **Choose Manager (or Owner)** button to transfer the name to the Unit Tracker record.

To assign a different Manager, click **Add/Select Manager**, then **Add a Manager**, then **Choose Manager**. You will be asked if the manager is the same for all units.

Owner/Manager Details

After creating a new owner or manager, the **Details** window will open where you can fill in the address and other information about the manager (or owner).

The screenshot shows a software window titled "Owner/Manager Details". It contains several input fields and buttons. The fields are: "Full Legal Name" (containing "Joe Manager"), "Tax ID#" (empty), "Company Name" (empty), "Management Fee" (empty), "Mailing Address" (empty), and "E-mail" (empty). There are three tabs: "Addresses" (selected), "Phones", and "Notes". At the bottom, there are three buttons: "Close Window", "Choose Mgr", and "Mgr Menu". A blue circle with a number is placed over each of these elements to indicate their function: 1 (Company Name), 2 (Tax ID#), 3 (Mailing Address), 4 (E-mail), 5 (Phones), 6 (Notes), 7 (Add to Contact Tracker), 8 (Choose Mgr), and 9 (Mgr Menu).

Here is the **Manager Details** window. Fill in the manager's Company Name (1), if any, their Tax ID# (2), Mailing Address (3), Email Address (4), Phones (5) and any Notes (6). You can transfer this information to Contact Tracker, if you wish, by clicking the **Add to Contact Tracker** button (7). When you are done click **Choose Mgr** (8) or return to the Manager menu by clicking (9).

Owner Accounts

The **Account** section is used to record payments to or from the **Owner** as determined by a Property Management Invoice (PM Invoice). See the **Property Management Invoice Options Expense Tracker Reports** section of this document.

After creating a **Property Management Invoice** you will see a **Reconcile**

Owner's Account button in the Invoice window. If there is an amount due TO the owner, a Expense Tracker record will be created. If the amount is due FROM the owner, an Other Income Tracker record will be created.

When you pay (or collect) a payment, modify the **Date** and the **Amount** paid (or collected) and the Owner's **Account** field in the **Owner Details** window will be updated.

To access the Owner's **Account** field, click **Select Owner** in the Expense Report Options window (or Unit Tracker's Tax Info section), select the Owner, click **Owner Details**, and then click **Account**. You will find a **Create Owner Report** button there which will create an Account Register report or **Print the Owner's Account**.

To return to the **Owner Details** window in the future, click **Add/Select Owner**, select an owner and click the **Owner Details** button.

Full Legal Name: Clark Kent
Tax ID#:
Company Name:
Management Fee:
Addresses | Phones | Notes | **Account**
Posted | Income | Expenses | DueOwner | DatePa
Create Owner Report
Close Window | Choose Owner | Owner Menu

Unit Cost

Click the **Unit Cost** tab for any Unit that is not part of a multi-unit building or is the first unit for a building (in other words, you do not need to keep track of the Unit Cost for each unit of a multi-unit building, so just pick one) and enter any information you want to keep track of. This section is optional, but you can keep track of the **Purchase Date** (2), **Cost of Unit including Reconditioning** (3), the **Sale Date** (4), and the **Sale Amount** (5), and the **Market Value**.

The information in this section can be kept private by enabling the **Password Protect** option (6). You will be asked for a password, which you will need to enter each time you click the **Unit Cost** tab button.

The screenshot shows a form for entering unit cost information. The fields are arranged as follows:

- 1**: Unit Cost (text input)
- 2**: Purchase Date (date input)
- 3**: Cost of Unit incl. Reconditioning (text input)
- 4**: Sale Date (date input)
- 5**: Sale Amount (text input)
- 6**: Password Protect (checkbox)
- 7**: Add Payment to Expense Tracker (button)
- 8**: Payment (text input)
- 9**: Balance Due (text input)
- 10**: Interest Rate (text input)
- 11**: Loan Months (text input)
- 12**: Left to Pay (text input)

By filling in the mortgage **Payment** amount (8), the **Balance Due** (9), the **Interest Rate** (10), the total length of the loan in months (11) and the months **Left to Play** (12), you can add a mortgage payment to Expense Tracker by clicking the **Add Payment to Expense Tracker** button (7).

Unit Records

To add a new record click the **New Unit Record** button. A new window will open that lists any **Buildings** and all your **Units**.

You can delete some or all records by clicking the **Delete This Unit** button. You will be asked if you want to delete **Just this one** record or **All** records.

You can sort records by **Unit**, **Manager** or **Tenant** by clicking the **Sort Units** button. All Unit records are renumbered after sorting.

Click the **Find A Unit** button to see a list of units. Select a unit and then click **Choose Unit** to go to that unit.

Tenant Information

The screenshot shows a form with the following elements: three input fields for 'Rent Total' (9a), 'Rent Due Date' (9b), and 'Lease Exp. Date' (9c); a checkbox for 'Multiple Tenancy' (10); a 'Vacate Unit' button (11); a 'Tenant' label above a 'View' button and an 'Add/Select Tenant' button; and a large text input field for the tenant name (8).

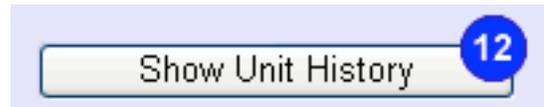
The **Tenant** tab shows the name of the **Tenant (8)**, the **Rent Total** due for each rental period (**9a**), the **Rent Due Date (9b)**, and the **Lease Exp. Date (9c)**. These three fields are automatically filled in after you select a Tenant for this Unit.

You can **Add/Select Tenant** from Unit Tracker OR select a **Unit** from Tenant Tracker. We recommend creating all your Unit Tracker records first, and then creating all your **Tenant** records, and selecting the proper **Unit** from Tenant Tracker.

After selecting a tenant, you can go directly to the Tenant's record by clicking the **View** button above the **Tenant (8)**.

You can assign several tenants to one unit by clicking **Multiple Tenancy (10)**.

Click **Show Unit History (12)** to show a field where you can keep track of when each tenant moves in or moves out of the unit.



Multiple Tenancy

When the **Multiple Tenancy** button (**7**) is checked, the **Tenants** field (**5**) expands to accept any number of tenants. Just click the **Add/Select Tenant** button for each tenant.

Each of these Tenants must have a record in Tenant Tracker. If you want to combine tenants on one Tenant record, use the **Additional Lease Name(s)** field in the **Personal Information** section.

If you need to remove a tenant from the list, click the tenant's name and then click the **Delete Tenant** button that appears.

Go directly to the Tenant's record by clicking the tenant's name and then the **View** button which appears above the **Tenant** field.

To Add Records to Unit Tracker

1. Click the **New Unit Record** button. Click **Add Building** or **Add Unit**. Buildings require a unit type. You can add one or more units to a building by selecting the building and clicking the **Add Unit(s)** button.
2. Enter the **Unit Identification**
3. Fill in the **Address** and a **Description**. You should also enter the **Kind of Property**.
4. If you have already created the tenant record, click **Add/Select Tenant** and choose a tenant from the list. The **Rent Total**, **Rent Due Date** and **Lease Exp. Date** will be automatically filled in from the Tenant Tracker record.
5. Click the **Owner/Manager** tab and click **Add/Select Owner**. Add one or pick an Owner from the list, then click the **Choose** button. Enter the percent ownership. If there is only one owner, enter 100. Then click **Add/Select Manager**. Add one or pick a Manager from the list, then click the **Choose** button.
6. Click the **Unit Cost** tab and fill in any information you want to keep track of.

Unit Tracker's Report Options

<input type="checkbox"/> Show Address	<input type="checkbox"/> Show Unit Cost	<input type="checkbox"/> Show Description
<input checked="" type="checkbox"/> Show Rent	<input type="checkbox"/> Show Manager	<input type="checkbox"/> Show Notes
<input type="checkbox"/> Vacant Only	<input type="checkbox"/> Show Owner(s)	<input type="checkbox"/> Show Unit History
<input type="checkbox"/> Translate	Click a Unit name in the list to go to that record.	

Easily create lists of all your unit records by clicking the **Unit Report** button in the Unit Tracker window.

There are several options to choose from at the top of the Unit Report window. These include: **Show Address**, **Show Rent**, **Show Description**, **Show Unit Cost**, **Show Unit History**, **Show Condition Notes**, **Show Manager**, **Show Owner(s)** and **Vacant Only**.

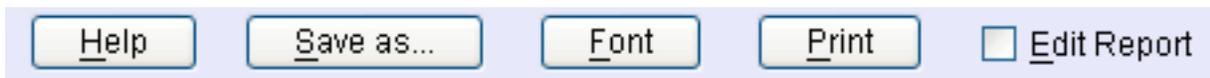
This last option is useful for generating reports of only Unit records that have Tenant fields that are empty or contain the word Vacant.

Sort By		
<input type="radio"/> Tenant	<input checked="" type="radio"/> Unit	<input type="radio"/> Exp Date
<input checked="" type="checkbox"/> All Units	<input type="button" value="Select Bldg"/>	<input type="button" value="Select Unit"/>
<input type="text"/>		

The list can be sorted by clicking one of the **Sort By** radio buttons. The choices are **Unit**, **Tenant**, and **Exp Date**. You can report on just one unit or all the units in one building by clicking **Select Bldg** or **Select Unit**.

Click the **Translate** button to translate the report into another language. You must import or create a translation list first. For more information click the **Help** button on the Translations screen in Preferences or consult the translation tips file supplied with this program.

Along the bottom of the report window are five buttons and an **Edit Report** option. The **Close Window** button is not pictured.



Use the **Edit Report** option to choose if you want to edit the text of the report or enable the ability to click a line of the report in order to go to that record.

The font face, size, and line height of the list can be modified by clicking the **Font** button.

You can print the Unit Report by clicking the **Print** button.

To save the list as a text file for importing into another program click the **Save as...** button.

Click **Help** for more information about the report options.



Above the report field is a set of rectangular buttons that allow you to adjust the tabs (columns widths) of the report. Just drag any of these slightly left or right and after releasing the button the report will realign.

Tenant Tracker

Tenant Tracker is an easy-to-use database that tracks all the information about your tenants that you will need.

There is a **Full Screen** option near the top of the window, which toggles the window between full screen and an independent window.

Tenant Tracker includes the Tenant's **First Name** and **Last Name (1)**, their **Unit (2)**, **Home Phone (3)** and **Work Phone (4)**.

The screenshot shows the 'Tenant Tracker' window. At the top right, there is a 'Full Screen' checkbox. Below it are four input fields: 'First Name', 'Last Name' (with a blue circle '1' next to it), 'Home Phone' (with a blue circle '3' next to it), and 'Work Phone' (with a blue circle '4' next to it). Below these is a 'Unit' field (with a blue circle '2' next to it) and a 'Sync' checkbox which is checked. To the right of the 'Unit' field is a button labeled 'Add/Select Unit'. At the bottom left, there is a 'Dates/Charges' tab button (with a blue circle '5' next to it) and three other tabs: 'Personal Info', 'Payments', and 'Notes'.

Dates/Charges

Click the **Dates/Charges** tab button (5) to access the following fields:

The date the tenant **Moved in (6)**, **Moved out (7)**, the **Lease Expiration** date (8), what day the rent is due (9) and when it is late (10), the amount of the **Deposit (11)**, the **Deposit Details (12)**, the **Rent** amount (13), the **Late Charge (14)**, and the **Balance Due (15)**. (See illustration on next page.)

Other Recurring Charges (16) can be added to the tenant's record so each month these charges will be automatically added to their rent. You can create fixed amount charges, variable amount or metered charges. To create a metered charge, click **Add/Select Charge**, then **Create Charge**, then **Metered**. You will be asked for a rate for each metered unit. Click **Choose Charge** to transfer the charge to the Tenant's record. When you create a new record for that client in [Rental Income Tracker](#) you will be prompted for a meter reading. A special line will be added to the **Notes** field on the Tenant's record. You can edit this line with new meter readings or just do it when you create a new [Rental Income Tracker](#) record each month. For more information see the Other Recurring Charges topic in Tenant Tracker's Help.

Moved In <input type="text" value="6"/>	Deposit <input type="text" value="11"/>	Other Recurring Charges <input type="text" value="Add/Select Charge"/>
Moved Out <input type="text" value="7"/>	<u>Deposit</u> Details <input type="text" value="12"/>	<input type="text" value="16"/>
Lease Exp. <input type="text" value="8"/>	Rent <input type="text" value="13"/>	Record # <input type="text"/>
Rent Due On <input type="text" value="9"/>	Late Charge <input type="text" value="14"/>	
Rent Late On <input type="text" value="10"/>	Balance Due <input type="text" value="15"/>	

Moved In Dates

The software uses the **Moved In** date to determine how many months of payments to look for in determining if rent is past due and what the balance due is. You need to pick the first date that you want to enter for the historical data as the **Moved In** date.

Most people don't want to go back very many months, so they just enter a fairly recent **Due Date** as the **Moved In** date and then enter the actual date the tenant moved in into the **Unit History** field on the Unit Tracker record.

For example, if you start using the software in March and you want to include historical data for February, then the **Moved In** date should be February 1 (or the first day of that rental period). If all your tenants have the same Due Date you can specify a **Default Moved In** date. See **Tenant Tracker Preferences** for more information.

The **Rent Due On** day is usually the 1st of the month, but you can choose any day (up to 28) to be the Due Date. The software does not support due dates near the last of the month. The **Rent Due On** and the **Rent Late On** days must be in the same month.

You can specify the rental period by clicking the **Rent Due On** field. Choose **Monthly**, **Weekly**, **Fortnightly** or **Multi-month**. If you choose **Multi-month**, you will be asked to specify a number of months for the rental period.

Next you will be asked for the day the **Rent is Due On**. If you chose **Weekly**, you will be asked what day of the week the rent is due. If you chose **Monthly**, enter the day of the month (a number between 1 and 28) the rent is due.

Next you will be asked what day of the month (or week) the **Rent is Late On**. This will determine if Rental Income Tracker adds the **Late Charge** to the payment record. If you chose **Fortnightly**, you will be asked how many days past the **Rent Due On** date to make the **Rent Late On** date.

The **Late Charge** can be a set amount or a daily amount. If your **Late Charge** includes a daily charge, then enter the base charge followed by a comma and the daily charge. For instance, if you charge \$25 plus \$2 per day then enter \$25,\$2 into the **Late Charge** field. Then, if the rent is paid on the 10th and late on the 5th, the late charge will be equal to \$25 plus \$2 times 5 (days after the Late Date) or \$35.

If you do not have a base (or monthly) late charge, but do have a daily late charge (\$5/day for example) then enter 0,5 or \$0,\$5 into the **Late Charge** field.

The **Balance Due** field is used by the software to keep track of balances due. If the tenant owes money when you create the first Rental Income Tracker record, add the amount due to the **Charges** field manually. After that any amount due will be added automatically when you create a new Rental Income Tracker record for that tenant.

Deposit Details

Click the **Deposit Details (10)** button is located under the **Dates/Charges** tab and shows (or hides - as illustrated) the following buttons and fields:

The screenshot shows a software interface with four tabs: "Dates/Charges" (selected), "Personal Info", "Payments", and "Notes". Below the tabs are several input fields and buttons, each with a blue circular callout number:

- 1**: Deposit (text input)
- 2**: Dep. Paid (text input)
- 3**: Check # (text input)
- 4**: Radio buttons for "Cash", "Credit Card", "Check", "Paid", "Multiple Pays", and "Unpaid". The "Paid" button is selected.
- 5**: Date Ret. (text input)
- 6**: Dep. Ret. (text input)
- 7**: Pet Deposit (text input)
- 8**: Pet Dep. Paid (text input)
- 9**: Check # (text input)
- 10**: Hide Dep. Details (button)

Dep. Paid (2) is the date the **Deposit (1)** was paid in full. Record the method of payment by clicking **Cash**, **Money Order** or **Check (3)** and then entering a **Check #**.

Indicate if the deposit is **Paid**, has **Multiple Pays** or is **Unpaid (4)** with the buttons provided.

If the **Paid** button is selected then the **Date Ret. (5)** and **Dep. Returned (6)** fields will be shown, where you can record the date you returned the deposit (or any portion) and the amount returned.

If the **Multiple Pays** button is selected then the **Deposit Payments** and **Amount Paid** fields will be shown. Click **Add Payment** to record the date you received a partial payment for the deposit and the amount paid.

Click **Hide Dep. Details (10)** to return to the normal Tenant Dates/Charges screen.

This screenshot shows a section of the form with three radio buttons: "Paid", "Multiple Pays" (selected), and "Unpaid". Below the buttons is a "Deposit Payments" label and an "Add Payment" button. Underneath is a large text area for recording payments. At the bottom, there is an "Amount Paid" label and a text input field.

Personal Info

Dates/Charges **1** Personal Info Payments Notes

Additional Lease Name(s) Add More **2** SS# or Tax ID# **7**

Primary Employer **3** Auto License # **8**

Position **4** Record #

Other Employer Rent Subsidy **9** **5**

Email Address **6**

Clicking the **Personal Info** tab button (**1**) reveals the following fields:

Additional Lease Name(s) (2) which will be added to all receipts and notices (you can add more than one by clicking the **Add More** button), the **Primary Employer (3)**, **Position in the company (4)**, any **Other Employer (5)**, **E-mail Address (6)**, and the tenant's **SS# or Tax ID # (7)** and their **Auto License# (8)**.

If you receive a subsidy from the government for part of the Tenant's rent, click the **Rent Subsidy** button (**9**).

Clicking the **Rent Subsidy** button (**1**) reveals the following fields:

The **Housing Authority ID# (2)**, **Subsidy # (3)**, **Rent Subsidy Amount (4)**, and the **Owner's Subsidy ID#(5)**.

If you receive a government subsidy for a portion of the tenant's rent, enter the amount you receive from the

government in the **Rent Subsidy** field (**4**). Filling in the other fields is optional.

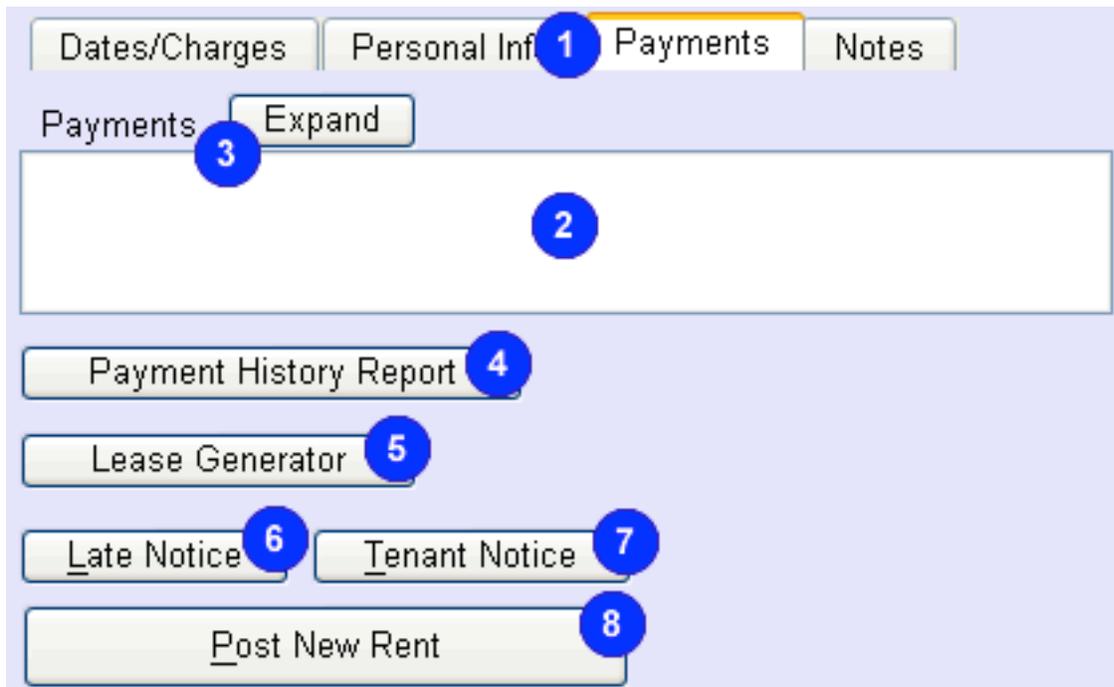
Housing Authority ID# **2** **1**

Subsidy # **3** Rent Subsidy

Rent Subsidy **4** Owner's Subsidy ID# **5**

Payments

Payments are automatically added to Tenant Tracker when the **Create Invoice** button is clicked in Rental Income Tracker. You can view these payments by clicking the **Payments** tab button (1).



You can add payments to the **Payments** field (2) by clicking the **Add Payment** button (3). However in most cases you will want to add payments via Rental Income Tracker.

You can delete a payment by clicking a payment and then clicking the **Delete Payment** button that appears. If you change your mind, just click outside the payment field to hide the delete button.

When you click a line in the **Payments** field an **Edit Payment** button appears. Clicking this button provides options for editing the **Due Date**, **Amount Due**, **Amount Paid** or the **Date Paid**. Make sure the **Due Date** is an actual beginning of a rental period (or the **Moved In Date**) and make sure the **Due Date** is not a duplicate.

The **Payment History Report** button (4) creates a balance sheet showing all the dates and payments made by the tenant.

Use the **Lease Generator** (5) to create a customized lease from the tenant's record. See the integrated **Help** for more information.

Notes

The screenshot shows a software interface with four tabs: 'Dates/Charges', 'Personal Info', 'Payments', and 'Notes'. The 'Notes' tab is selected and highlighted with a blue circle labeled '1'. Below the tabs, there are two text input fields: 'Notes' on the left and 'Other Phones' on the right. The 'Notes' field is highlighted with a blue circle labeled '2'. Below the 'Notes' field, there is a button labeled 'Waiting List Report' with a blue circle labeled '4' and a checkbox labeled 'Waiting' with a blue circle labeled '5'. The 'Other Phones' field is highlighted with a blue circle labeled '3'.

You can enter notes of any length in the **Notes** field (2) which is accessed by clicking the **Notes** tab (1). You might use this field to record birth dates, family members, temporary guests or other information about your tenants.

Use the **Other Phones** (3) field to note numbers for cell phones, faxes, etc. You can add potential tenants and mark them **Waiting** by clicking the checkbox (5) provided. Then you can generate a **Waiting List Report** (4).

Tenant Notices

Create **Late Notices** (4) and other **Tenant Notices** (5) by using these buttons. You can print out Notices for all your tenants with a button provided on the subsequent window. You can also modify the notice and import and export notices for future use.

The screenshot shows three buttons: 'Late Notice' with a blue circle labeled '6', 'Tenant Notice' with a blue circle labeled '7', and 'Post New Rent' with a blue circle labeled '8'.

The screenshot shows six buttons arranged in two rows: 'Edit Tenant Notice Template', 'Export Template', 'Import Template', 'Restore Default Template', 'Print All Notices', and 'Close Template'.

You can print or save the Late or Tenant Notice. Edit the notice by clicking the **Edit Tenant Notice Template** button. You will see placeholder tags for the manager's name, address, etc., the tenant's name and address and a message to edit. Remove any tags that you don't want in the notice, edit the message and then click the **Close Template** button that appears.

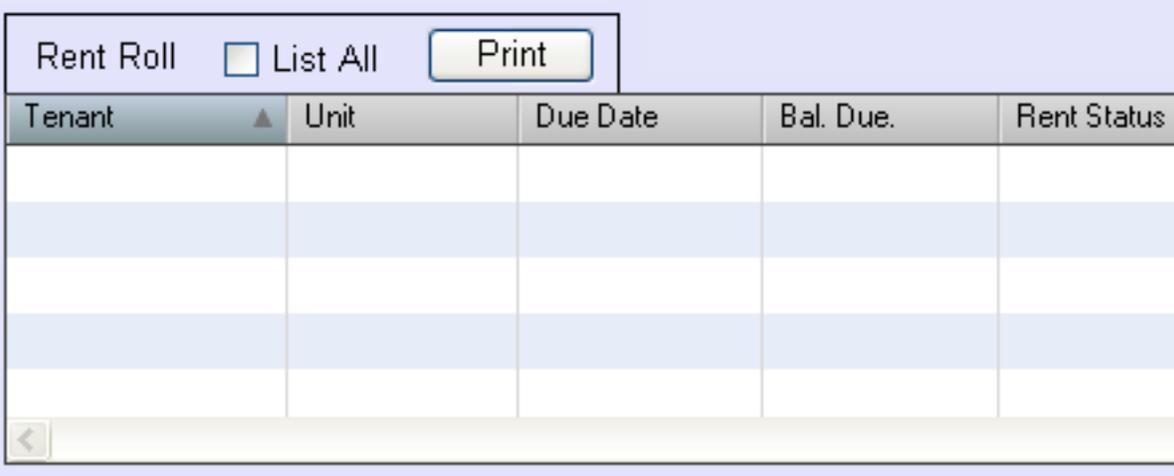
Use the **Restore Default Template** button to revert to the original template.

You can export a template for future use by clicking the **Export Template** button. Click **Import Template** to choose a previously saved template to use again.

Click the **Translate** button to translate the report into another language. You must import or create a translation list first. For more information click the **Help** button on the Translations screen in Preferences or consult the translation tips file supplied with this program.

Rent Roll & Other Reports

The lower portion of the screen displays the **Rent Roll** report (3). You can generate a Rent Roll on only Tenants that owe rent or **List All Tenants**. Clicking **Print (2)** opens a new window with a full Tenant Report that you can Print or Save.



Tenant	Unit	Due Date	Bal. Due.	Rent Status

Clicking the **Tenant Report** button, or the **Unit Report** button, or the **RIT Report** button at the bottom of the screen, takes you to the report screen for that component of the software, where there are several options for displaying and printing Tenant Tracker, Unit Tracker or Rental Income Tracker information.



Tenant Tracker's Report Options

<input checked="" type="checkbox"/> Phones	<input type="checkbox"/> Notes	<input checked="" type="radio"/> Current Tenants
<input checked="" type="checkbox"/> Personal info	<input type="checkbox"/> Dates / Charges	<input type="radio"/> Past Tenants
<input type="checkbox"/> Show Deposits	<input type="checkbox"/> Deposits Only	<input type="checkbox"/> Due or Late Tenants
<input type="checkbox"/> Payments	<input type="checkbox"/> Translate	<input type="button" value="Note:"/>

Click any of the following options to include **Phones, Personal info, Deposits, Payments, Notes, and Dates / Charges**. If **Deposits Only** is selected, a deposits report will be generated listing only deposit information about each tenant.

You can include either **Current Tenants** or **Past Tenants**. If **Due or Late Tenants** is selected, a **Rent Roll** report is generated, that lists each tenant and if their rent is **Due, Late** or **Paid**. In a **Rent Roll** report the **Balance Due** is calculated to the current date. In a normal **Tenant** report, the **Balance Due** is reported as of the last payment.

The **Dates / Charges** option displays the **Moved In** and **Moved Out** dates, the **Deposit** amount and **Rent** amount, the **Lease Expiration** Date, the day of the month that Rent is Late and the **Late Charge**.

The **Personal info** option displays the **SS# or Tax ID #, Auto License#, Primary Employer, Position, Email Address, and Other Employer** information in the report.

Click the **Translate** button to translate the report into another language. You must import or create a translation list first. For more information click the **Help** button on the [Translations screen in Preferences](#).

Sort By	
<input checked="" type="radio"/> Tenant	<input type="radio"/> Unit
<input type="radio"/> Due Date	<input type="radio"/> Due or Late
Click a name to go to that record.	

You can sort the report by **Tenant, Unit,** or rent **Due Date. Rent Roll** reports can be sorted by **Due or Late**. If the **Edit Report** option is enabled, you can click any tenant in the list to go directly to the Tenant's record.

The following buttons appear at the bottom of each report window.

<input type="button" value="Help"/>	<input type="button" value="Save as..."/>	<input type="button" value="Font"/>	<input type="button" value="Print"/>	<input type="checkbox"/> Edit Report
-------------------------------------	---	-------------------------------------	--------------------------------------	--------------------------------------

The font face, size, and line height of the list can be modified by clicking **Font**.

Above the report field is a set of rectangular buttons that allow you to adjust the tabs (columns widths) of the report. Just drag any of these slightly left or right and after releasing the button the report will realign.

Tenant Tracker Preferences

Choose the Default Moved In date (first Due Date to be used for existing tenants). After setting this date and adding Payments to Rental Income Tracker, DO NOT change this date.

Default Moved In

Pay Rent First then Deposit Pay Deposit First then Rent

Add Subsidy Payments to Receipts and Invoices?

Automatically Add Subsidy Payments on the

Enable Online Payments

Copy emails instead of opening my email program

To access the Preferences window, click the **Prefs** button in the Tenant Tracker window. You will have a choice of **Tenant Tracker Prefs** or the program **Preferences**.

In **Tenant Tracker Prefs**, you will see a **Default Moved In** date field - click **Choose** to enter the first due date that you want the program to use for existing tenants. This will be used for the Tenant Tracker record's **Start Date** for each existing tenant.

Here you can choose to **Pay Rent First then Deposit** or **Pay Deposit First then Rent** when both are due and you click the **Create Receipt** button in Rental Income Tracker.

Choose **Add Subsidy Payments to Receipts and Invoices?** and if you want to **Automatically Add Subsidy Payments** and specify which day of the month you want them posted as **Paid** on.

Choose **Enable Online Payments** to set up Online Credit Card Processing.

The **Copy emails instead of opening my email program** option should be used if you access your email from your browser (gmail, yahoo, etc.). After generating an email you will be instructed to create a new email and paste the receipt or notice into the body of the email.

To Add Records to Tenant Tracker

1. Click the **New Tenant Record** button
2. Enter the **First Name** and **Last Name** for your Tenant
3. Enter the **Rent** amount
4. Enter the amount of the **Deposit**
5. Indicate if this is a **New Tenant** or **Existing Tenant**. If it is an existing tenant you will be asked if the **Deposit** has been paid.
6. Enter the **Lease Expiration** date or MTM
7. Enter the **Late Charge**. Daily charges can be specified by adding a comma and the daily amount (\$25,\$5 would calculate as \$25 on the late date and then \$5 each day).
8. Choose if this is a **Weekly, Fortnightly, Multi-Month** or **Monthly** rental
9. Enter the day the **Rent is Due On**, usually the 1st of the month
10. Enter the day the **Rent is Late On**
11. Enter any **Phone** numbers or other **Personal Information**
12. Click **Add/Select Unit** and choose a Unit from your list
13. Choose the **Moved In** date - if the tenant is not new, pick a recent **Due Date** (usually the first of the month) for the **Moved In** date. If you have set a **Default Moved In Date** (or if it is after that date) then you can enter the actual date the tenant moved in

Click the **New Tenant Record** button (17) to create a new record. You will be prompted for most of the Dates and Charges.

To remove one or more records from the database, click the **Delete This Tenant** button (18). You will then be asked if you want to delete **All** records or **Just this one** (only the current record).

The **Sort Tenants** button (19) sorts the records by **Name, Unit or Date** fields in the database. All Tenant records are renumbered after sorting.

Click the **Find A Tenant** button (20) to see a list of Tenants. Select a tenant and then click **Choose Tenant** to go to that tenant.

You will find much more information about Tenant Tracker, including a Tutorial, by clicking **Tenant Tracker Help** (21).

If the **Sync** option above the **Unit** field in Tenant Tracker is enabled, the Unit Tracker record (or the last Rental Income Tracker record) for the **Tenant** will automatically be displayed when you go to another Tenant Tracker record.



Rental Income Tracker

The **Payment Date (1)** is automatically filled in when you click the **New RIT Record** button **(12)** in Rental Income Tracker (RIT), but can easily be changed by clicking the **Choose** button above the field. After clicking the **New RIT Record** button OR **Go To Another Tenant (15)**, a list of tenants will appear for you to choose from.

The screenshot shows the Rental Income Tracker interface with the following elements and callouts:

- 1**: Payment Date field
- 2**: Tenant field
- 3**: Unit field
- 4**: Charges list area
- 5a**: Start Date field
- 5b**: End Date field
- 5c**: Late Date field
- 6**: Notes text area
- 7**: Amount Paid field
- 8**: Payments list area
- 9**: Batch # dropdown
- 10**: Create Statement button
- 11**: Create Receipt button
- 12**: New RIT Record button
- 13**: Delete This Record button
- 14**: Sort RIT Records button
- 15**: Go To Another Tenant button
- 16**: Rental Income Help button

Other visible elements include: Rental Income Tracker, Unit Tracker, Expense Tracker tabs; Choose, Add Charge, Record Locked buttons; First, Prev, Next, Last navigation buttons; and Record # 3.

The **Tenant's name (2)**, the **Unit (3)**, the current **Charges (4)**, **Starting Date (5a)** (the first day of the rental period), the **Ending Date (5b)** (the last day of the rental period), the **Late Date (5c)** and are automatically entered when the Tenant is chosen.

All charges, including the current rent, any past due balance, recurring charges and additional charges are displayed in the **Charges** field (4). You can easily add charges to the list by simply typing in the field or clicking **Add Charge**.

Create a rent receipt for printing by clicking the **Create Receipt** button (11). The total of all charges is displayed in the **Amount Paid** field (7). Change the amount of the payment by clicking this field.

Partial Payments

If the tenant makes a partial payment, enter the payment in the **Amount Paid** field (7) and the amount will be noted in the **Partial Payments** field (8) when the **Create Receipt** button (11) is clicked. When additional payments are made, return to the record, enter a new **Payment Date** (1), the **Amount Paid** (7) and **Create Receipt** (11).

Other Features

To create a statement of all charges due (instead of a receipt which implies a payment was made) click the **Create Statement** button (10).

Record helpful reminders, notes, etc. in the **Notes** field (6). You can add these notes to the Receipt by clicking the **Add Notes to Receipt** button above the field.

The **Batch #** field (9) is used to keep track of all the payments for a particular deposit. Click the field to enter a number or date. If you use a date you can easily create a report on all payments made on that date.

To removed a Rental Income Tracker record, click **Delete This Record** (13).

Click **Sort RIT Records** (14) to sort all the records by Date, Tenant, Batch# or Unit.

The **Record Locked** (8) option is enabled after the rent is paid or a new record for that tenant is created. This indicates that no further changes should be made to that record. Deselect the **Record Locked** option If you need to make changes to an older record.

Reports on one or more tenants or units can be generated by clicking the **Income Report** button at the bottom of the screen.

To Add Records to Rental Income Tracker

1. Click the **New RIT Record** button and select a Tenant from the list.
2. Change the **Payment Date** to the correct date if necessary
3. Add or delete lines to the **Charges** field if necessary
4. If this is a partial payment, enter the amount paid in the **Payment** field
5. Click **Create Receipt** to transfer the payment to Tenant Tracker

Rental Income Tracker's Report Options

The screenshot shows the report options interface. It includes a 'Sort By' section with radio buttons for 'Unit' (selected), 'Tenant', 'Date Paid', and 'Start Date'. There are two main filter sections: one for tenants with a checked 'All Tenants' option and a 'Select Tenant' button, and another for units with checked 'All Units' and buttons for 'Select Bldg' and 'Select Unit'. A 'Dates' section has a 'Choose Dates' dropdown and a checked 'All Dates' option. Below this are 'Start Date' and 'End Date' fields with 'Jan 1' and 'Today' pre-filled, and 'Choose' buttons for each.

You can report on **All Tenants** or just a specific tenant by clicking **Select Tenant**. Or you can report on **All Units** or just a specific unit or building by clicking **Select Bldg** or **Select Unit**. You can specify a range of dates to report on by clicking the **Start Date** field or **End Date** field and then entering a date or by clicking the **Today** or **Choose** buttons above the fields.

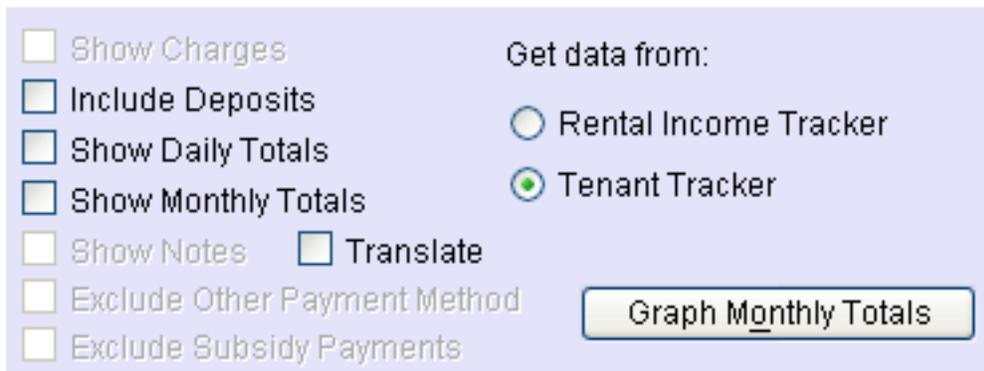
This screenshot shows a single filter option: a checked 'All Batches' checkbox and a 'Select Batch' button, with an empty text input field below.

Print only the records for a particular batch by clicking the **Select Batch** button.

The screenshot shows the report display options interface. It includes a list of checkboxes for 'Show Charges', 'Include Deposits', 'Show Daily Totals', 'Show Monthly Totals', 'Show Notes', 'Exclude Other Payment Method', and 'Exclude Subsidy Payments'. There is also a 'Translate' checkbox next to 'Show Notes'. To the right, under 'Get data from:', there are radio buttons for 'Rental Income Tracker' (selected) and 'Tenant Tracker'. A 'Graph Monthly Totals' button is located at the bottom right.

You can also **Show Charges**, **Include Deposits**, **Show Daily Totals**, **Show Sub Totals** or **Show Notes** by checking those options (**Show Sub Totals** is not available for reports on only one tenant or unit).

The report can be sorted by clicking one of the **Sort By** radio buttons. The choices are **Unit**, **Tenant**, **Date Paid**, and **Start Date** (the first day rent was due).



A screenshot of a software interface showing report options. On the left, there are several checkboxes: 'Show Charges', 'Include Deposits', 'Show Daily Totals', 'Show Monthly Totals', 'Show Notes', 'Exclude Other Payment Method', and 'Exclude Subsidy Payments'. A 'Translate' checkbox is also present. On the right, under 'Get data from:', there are two radio buttons: 'Rental Income Tracker' and 'Tenant Tracker', with 'Tenant Tracker' selected. A 'Graph Monthly Totals' button is located at the bottom right of the panel.

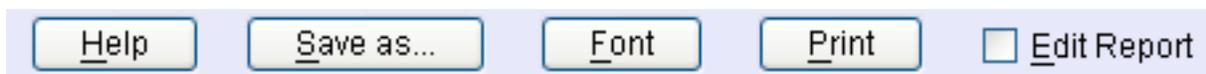
You can generate a report based on the records in either Rental Income Tracker or Tenant Tracker. If you have deleted records from Rental Income Tracker, then the data from the **Payments** field in Tenant Tracker report will be more complete.

If Tenant Tracker is selected, you can't specify a **Batch** or **Show Charges** or **Show Notes** since these fields are not transferred to Tenant Tracker.

The options shown above apply if the **Sort By** is **Date Paid** or **Start Date**. If the **Sort By** is **Unit** or **Tenant** then **Show Daily Totals** is not available and **Show Monthly Totals** becomes **Show Sub Totals**.

Click the **Translate** button to translate the report into another language. You must import or create a translation list first. For more information click the **Help** button on the Translations screen in Preferences.

Along the bottom of the report window are five buttons and an **Edit Report** option. The **Close Window** button is not pictured.



Use the **Edit Report** option to choose if you want to edit the text of the report or enable the ability to click a line of the report in order to go to that record.

The font face, size, and line height of the list can be modified by clicking the **Font** button. You can print the Unit Report by clicking the **Print** button.

To save the list as a text file for importing into another program click the **Save as...** button. Click **Help** for more information about the report options.

Expense Tracker

In Expense Tracker, the **Date (1)** is automatically entered when the record is created, but can easily be changed by clicking the **Today** or **Choose** button above the field.

The screenshot shows the 'Expense Tracker' tab selected. The interface includes the following elements:

- 1**: Date field with 'Today' and 'Choose' buttons above it.
- 2**: Expense field with 'Add/Select Expense' button above it.
- 3**: Payee field with 'Add/Select Payee' button above it.
- 4**: Account field with 'Add/Select Account' button above it.
- 6**: Unit field with 'Select Bldg' and 'Select Unit' buttons above it.
- 8**: Notes field with a checked 'Add to PM Invoice' checkbox and an 'Add' button.
- 5**: Check # field.
- 5b**: CI checkbox.
- 9**: Amount (Including Tax) field.
- 10**: Tax Paid field with 'Sales' selected in the Tax Type dropdown.
- 11**: Not Deductible dropdown menu.
- 12**: Travel Deduction dropdown menu.
- 13**: New Expense Record button.
- 14**: Delete This Expense button.
- 15**: Sort Expenses button.
- 16**: Find An Expense button.
- 17**: Expense Tracker Help button.
- 18**: Navigation arrows (First, Prev, Next, Last) and Record # 3.

Choose the **Expense** type (**2**) from a list provided or create your own. If **Auto and Travel** is selected fields to record the **Gallons** (or Liters), amount per unit and the total **Fuel Cost** will appear.

Gallons		\$/Gal	=	Fuel Cost
10.78	x	3.99	=	\$43

Create your own lists of **Payees (3)** by clicking the **Add/Select Payee** button above the field. Your list of payees will include all the people or businesses you pay money to.

Create your own lists of **Accounts (4)** by clicking the **Add/Select Account** button. These can include Checking and Savings, Credit Cards or Lines and Cash accounts. Enter the expense **Amount (including Tax)** in the field provided (9).

Click the **Find An Expense** button to see a list of similar records. You can **Go To** the record or **Duplicate a Recurring Expense Record** from this list window.

Record the check number (if applicable) in the **Check # field (5)**. Click the **Print button (5b)** above this field to print your check. Use the **CL** button next to the field to indicate that the check has cleared the bank.

Assign the expense to a particular Building or **Unit (6)** by clicking **Select Bldg** or **Select Unit**.

Keep notes of any length about the expense in the **Notes field (7)**. All numbers in the **Notes** field can be added to the **Expense Amount (9)** by clicking the **Add button (8)**.

The total amount paid is entered into the **Amount (including tax) field (9)**. You can keep track of the **Tax Type** and the amount of **Tax Paid** in the fields provided (10).

Tax Deductible and Travel Deductions

Use the **Tax Deductible** option menu (11) to indicate whether the expense should be Tax Deductible, Not Deductible or if it should be added to the **Depreciate** list in the **Tax Form Report**.

Keep track of tax deductible mileage with the handy calculator which is revealed by clicking the **Travel Deduction** button (12). Here are the **Travel Deduction** fields:

Date	Find	Today	Choose	11 Tax Deductible	▼
Tuesday, May 19, 2009				Expense & Amount 12	
Included In Expense Reports	Miles		\$/mile	=	Travel Deduction
	123	x	.345	=	\$42.44

Just enter the number of **Miles** traveled and the reimbursement amount per mile (**\$/mile**) and the **Travel Deduction** amount will be calculated.

Click the **Expense & Amount (12)** button to hide the **Travel Amount** fields.

When there is a **Travel Deduction** amount the **Travel Deduction** button has a + in it and looks like this.



This button changes to **Expense & Amount** (12).

Click the **New Expense Record** button (13) to create a new record. To remove one or more records from the database, click the **Delete This Expense** button (14). You will then be asked if you want to delete **All** records or **Just this one** (only the current record).

The **Sort Expenses** button (15) sorts the records by Expense, Account, Payee, Unit or Date fields in the database.

The **Find An Expense** button (16) is used to search for text on any record in that particular component (or database).

You will find much more information about Expense Tracker, including a Tutorial, by clicking **Expense Tracker Help** (17).



Income Rport

1

Account Register

2

Expense Rport

3

The **Income Report** (1), **Account Register** (2) and **Expense Report** (3) buttons are at the bottom of the screen.

View a balance sheet for the current Account by clicking the **Account Register** button (2). On this screen you will find an **Add/Select Account** button, **Start Date** and an **End Date** fields, and an **Add Deposits & Payments** button. There is more information below about the Account Register.

Creating **Expense Reports** (3) or printable information for tax forms is quick and easy from the Report Options window.

One of these reports is called the PM Invoice (which is short for Property Management Invoice).

You can choose to include the Expense Tracker record in this Invoice by clicking the **Add to PM Invoice** button (18).

About Accounts

Create your own lists of **Accounts** by clicking the **Add/Select Account** button. These can include Checking and Savings, Credit Cards or Lines and Cash accounts.

Create an account or select one from the list on the left and then click a button on the right.

Checking MasterCard VISA	Choose Account
	Create Account
	Modify Account
	Delete Account
	Import/Export

Account #

Account Type

Starting Balance

Current Balance

Last Check # Used

Allow Duplicate Check #s

Help
Close Window

You can add, delete or modify this list of accounts to suit your needs. Just click **Add/Select Account**, then click **Create Account** or click an account and then click **Modify Account** or **Delete Account**.

When you click **Create Account** you will be asked to enter a name and then an **Account #**. Next enter the **Starting Balance** and the **Last Check # Used**. The Starting Balance is used in the Account Register window.

Next select an **Account Type**. Click the **Help** button in this window for more information about the different Account Types.

The **Last Check # Used** field is incremented whenever you create an Expense Tracker record with a **Check #** for that account.

If you want to have several records for one check #, then enable the **Allow Duplicate Check #s** option.

When you click an Account in the list, the **Starting Balance**, the **Current Balance** and the **Last Check # Used** are displayed in the fields at the bottom of the window. You can modify the **Starting Balance** or the **Last Check # Used** by clicking the field. The **Current Balance** is calculated in the Account Register window and is not editable.

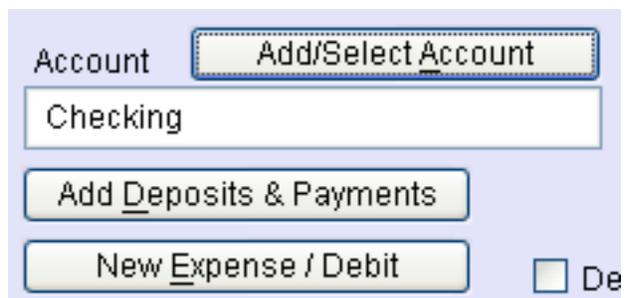
You can go to the first or last record for a particular Account by clicking the **Find** button above the **Account** field in the Expense Tracker record.

To transfer funds from one **Account** to another, click the **Add/Select Payee** button in the Expense Tracker record and choose **Transfer to Another Account**. You will then be prompted to enter the **Account** to transfer the funds from. Next you will enter the date of the deposit (or transfer) and the amount.

Account Register

The **Account Register** button takes you to the Account Register window where all the checks you've entered into Expense Tracker and Payments or Deposits in Other Income Tracker for that **Account** are listed.

At the top of the window you can **Add/Select** another **Account**, **Add Deposits & Payments**, add a **New Expense / Debit**. You can also choose a **Start Date**, an **End Date** or **All Dates** and choose whether to display **Descriptions** or not. You can also add **Daily Separators**, or **Translate** the register.



The screenshot shows a software interface for the Account Register window. At the top, there is a label 'Account' followed by a button labeled 'Add/Select Account'. Below this is a text input field containing the word 'Checking'. Underneath the input field are two buttons: 'Add Deposits & Payments' and 'New Expense / Debit'. To the right of the 'New Expense / Debit' button is a small square checkbox, partially labeled 'De'.



This screenshot shows three checkboxes arranged horizontally. From left to right, they are: 'Descriptions', 'Daily Separators', and 'Translate'. Each checkbox is currently unchecked.

When you click the **Add Deposits & Payments** button a new Other Income Tracker record will be created.

The report lists checks that have cleared (the **CI** checkbox has been clicked on the Expense Tracker record) as [C] and not cleared as []. You can use this feature to reconcile your check book or account statement.

The **New Expense / Debit** button returns you to Expense Tracker and creates a new record.

You can **Print** the register or save it to a text file by clicking the **Save as...** button.

To Add Records to the Expense Tracker

1. Click the **New Expense Record** button. You will be asked if you want a **New** blank record, a record with the same **Payee/Expense** as the current record, or a **Duplicate** of the current record. If you choose **Duplicate or Payee/Expense**, you will be asked for an expense amount. If you choose **New**, you will be asked to select an **Expense** type from the list.
2. Change the payment **Date** to the correct date if necessary.
3. Add or Select a **Payee** if one was not duplicated.
4. Add or Select an **Account** from your list.
5. Enter an **Amount**, any **Tax Paid**, and the **Check #** if applicable.
6. Select the **Unit** or **Bldg** if the expense is related to a particular property.
7. Add any **Notes** about the Expense.
8. If you had to drive somewhere in connection with this expense, click the **Travel Deduction** button and enter the number of miles traveled.

When you click the **New Expense Record** button, you are also offered the option of **Combining** all the expense records for the current **Payee** on the current **Date**. If you choose **Combine** you will have a choice of **Creating a New Record** or to **Just Print a Check** for the combined amount. Any check numbers will be replaced with a new check number. If you choose **Create New Record** the Amounts on existing records will be changed to Combined, the records will no longer appear in reports, and a list of the Units and Amounts will be added to the **Notes** field on the new record. If you choose **Just Print Check** the list of Amounts and total Travel Deductions will appear in the **Voucher** field.

Recording and Printing Checks

The screenshot shows a software window with a light blue background. At the top, there are two input fields: 'Date' and 'Check #'. Below these is a larger input field for 'Pay to the order of' and a smaller one for 'Amount'. Underneath is a wide input field for 'Memo' with the label 'Dollars' to its right. At the bottom, there are three checkboxes: 'Voucher', 'Size / Margins', and 'Reposition'. To the right of these is a button labeled 'Print Check Alignment Test'. Below the checkboxes are five buttons: 'Close Window', 'Help', 'Reset', 'Layouts', and 'Print Check'.

The **Print** button above the **Check #** field in Expense Tracker takes you to the Check Printing window where you can print a check. Most of the fields are automatically filled in but you can edit them before printing.

At the bottom of the window are several buttons you can use to modify the position of the fields in the printout.

Start by clicking the **Print Check Alignment Test** button which will print a test check on a plain piece of paper. Hold the printout up against a blank check and look at a light through the papers to see how close the alignment is.

If the printout is way off, click the **Size / Margins** button. This will show fields where you can specify the size of the text and the margins for printing. Bigger numbers in the **Top** and **Left** fields provide more space from the top and left edges of the paper. Click the **Size / Margins** button again to hide these fields.

Click the **Reposition** button to allow the movement of any of the fields for better alignment. Several test printings may be necessary before you have everything aligned properly. Click the **Reposition** button again when you are done.

Some experimentation may be necessary to get the fields to line up correctly with the spaces on your checks. The labels, field borders and check number field will not print on your check. They are only for alignment purposes.

The **Reset** button will reset the positions of all fields back to the default setting in case you want to start again.

The **Layouts** button opens a small window where you can save any number of layouts for future use. After getting all the fields to align properly with your checks, you should create a layout. This will make restoring the layout easy when you update.

The **Voucher** option will cause a voucher section to be printed below the check with details from the Expense Tracker record.

When everything looks correct, click the **Print Check** button and print out your check.

Expense Tracker's Reports

Easily create lists of expenses by clicking the **Expense Report** button in the Expense Tracker window.

You will be presented with an Expense Report Options window. There are four tab buttons at the top of this window. The **Expense Report** tab displays normal expense report options. The **Tax Form Report** tab displays options for generating a report you can use to fill out your tax forms. You can generate 1099-MISC forms in the **1099** tab. The **PM Invoice** tab displays options for creating a **Property Management Invoice**.



The screenshot shows the 'Expense Report Options' window. At the top, there are four tabs: 'Expense Report' (selected), 'Tax Form Report', '1099', and 'PM Invoice'. Below the tabs, there are two date selection fields: 'Start Date' with 'Jan 1' and a 'Choose' button, and 'End Date' with 'Today' and a 'Choose' button. A checkbox labeled 'All Dates' is checked. Below these fields is a 'Dates' dropdown menu with 'Choose Dates' selected.

Expense Report Options

There are several **Expense Report** options. Specify the **Start Date** and **End Date** or click the **All Dates** button or choose a date range from the **Dates** menu button.

Click the **Translate** button to translate the report into another language. You must import or create a translation list first. For more information click the **Help** button on the Translations screen in Preferences.

Add Separator Lines for better readability. **Show Accounts** and **Show Check Numbers** if desired.



A list of four checkboxes with their corresponding labels: 'Translate' (unchecked), 'Add Separator Lines' (checked), 'Show Accounts' (checked), and 'Show Check Numbers' (checked).

The **Tax Deductible Only** option will include only Expense Tracker records with the **Tax Deductible** option (at the top of the screen) enabled. Otherwise all records are included in the report.

You can also **Show Travel Deductions** and **Taxes Paid**. Add your notes to the report by checking **Show Notes**.

If the **Sort Order is Date**, you can add totals to the report by clicking **Show Monthly Totals** or **Show Yearly Totals**.

- Tax Deductible Only
- Show Travel Deductions
- Show Taxes Paid
- Show Notes
- Show Monthly Totals
- Show Yearly Totals

The screenshot shows a series of five filter sections. Each section consists of a checkbox (all are checked), a text input field, and a button. The sections are: 1. Expense(s) with 'All' checked and 'Select Expense(s)' button. 2. Bldg(s) with 'All' checked and 'Select Bldg(s)' button. 3. Unit(s) with 'All' checked and 'Select Unit(s)' button. 4. Payee(s) with 'All' checked and 'Select Payee(s)' button. 5. Account(s) with 'All' checked and 'Select Account(s)' button.

You can report on all expenses by clicking the **All** button next to the expenses field or choose one or more specific expenses to include in the report by clicking **Select Expense(s)**.

You can report on all **Units** by clicking the **All** button next to the units field OR choose one or more specific units to include in the report by clicking **Select Unit(s)**.

If you want a report for a building rather than a particular unit, click **Select Bldg(s)**.

You can report on all **Payees** by clicking the **All** button next to the payees field or choose one or more specific payees to include in the report by clicking **Select Payee(s)**.

You can report on all **Accounts** by clicking the **All** button next to the accounts field or choose one or more specific accounts to

include in the report by clicking **Select Account(s)**.

You can sort the **Expense Report** by choosing an option from the **Sort Order** group. The choices are **Date**, **Payee**, **Unit**, **Expense** or **Account**.

The screenshot shows a group of radio buttons labeled 'Sort Order'. The 'Date' radio button is selected. The other options are 'Payee', 'Unit', 'Expense', and 'Account'.

The rent collected for each unit will be listed in the report by checking the **Include Income Info** option. A total profit or loss for these units can then be calculated and added to the report. Also, only income for previous months is reported.

Include Income Info

To generate your report click the **Create Report** button.

Create Report

Tax Form Report Options

There are several **Tax Form Report** options. Specify the **Start Date** and **End Date** or click the **All Dates** button or choose a date range from the **Dates** menu button.

If you use the **Standard Mileage Rate** option in your **Tax Form Report**, all the mileage amounts will be totaled on the report. If you choose the **Actual Auto Expenses** option, only records with the **Expense** type **Auto and Travel** will be totaled on the report.

Choose the **Tax Deductible Only** option to include only records marked as **Tax Deductible** in your report.

Click the **Show Taxes Paid** option to include the **Tax Paid** information.

You need to select an owner for the report by clicking the **Select Owner** button and choosing one from the list (which comes from [Unit Tracker](#)).

You can report on all **Units** by clicking the **All** button next to the units field or choose one or more specific units to include in the report by clicking **Select Unit(s)**.

If you used any units for personal use for more than ten days, click the **Select Units Used for Personal Use** button and choose them.

To choose a unit to post unspecified expenses to, click the **Post Unspecified Expenses to Unit** button.

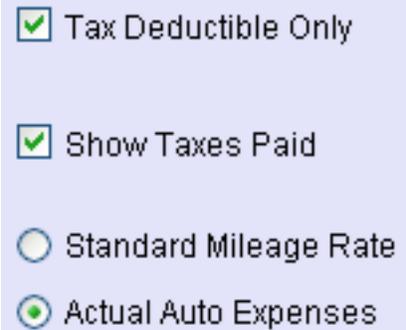
The rent collected for each unit will be listed in the report by checking the **Include Income Info** option. A total profit or loss for these units can then be calculated and added to the report. Only income for previous months is reported.

To generate your report click **Create Tax Form Report**.

1099 Generator

There are several **1099 Generator** options. Specify the **Start Date** and **End Date** or click the **All Dates** button or choose a date range from the **Dates** menu button.

Click **Select Payee** to choose the person you want to create the 1099-MISC form. If you have filled out the **Description** section for the person, most of the information in the **Recipient Information** field will be filled in. If not, you will need to fill in this information before continuing. Click the **Show Payers Information** button to fill in the **Payer Information** field. You must also do this before generating the 1099.

A screenshot of a software interface showing four options for a Tax Form Report. The options are: 'Tax Deductible Only' (checked), 'Show Taxes Paid' (checked), 'Standard Mileage Rate' (unchecked), and 'Actual Auto Expenses' (checked). Each option is preceded by a checkbox icon.

- Tax Deductible Only
- Show Taxes Paid
- Standard Mileage Rate
- Actual Auto Expenses

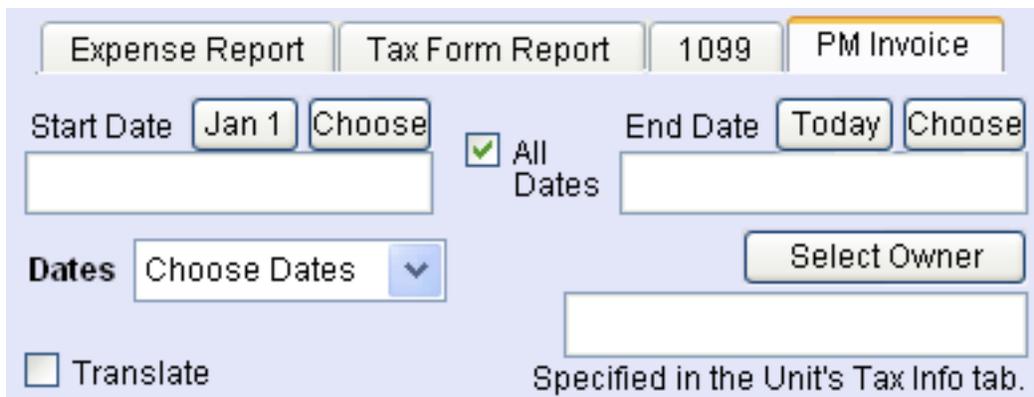
You can report on all accounts by clicking the **All** button next to the **Accounts** field or choose one or more specific accounts to include in the report by clicking **Select Account(s)**.

Choose the **Tax Deductible Only** option to include only records marked as **Tax Deductible** in your report.

Click **Preliminary Report** to generate a report for the Payee or Recipient. By doing this you can confirm that all the correct records are included in the total that will be displayed on the 1099-MISC form.

Click the **Generate 1099** button to view the Form 1099-MISC Printer window. Click **Help** in this window for information about printing the 1099 form.

Property Management Invoice Options



The screenshot shows a software interface for generating a Property Management Invoice. At the top, there are four tabs: "Expense Report", "Tax Form Report", "1099", and "PM Invoice", with "PM Invoice" selected. Below the tabs, there are two date selection fields: "Start Date" (with "Jan 1" and "Choose" buttons) and "End Date" (with "Today" and "Choose" buttons). A checkbox labeled "All Dates" is checked. Below the "Start Date" field is a "Dates" dropdown menu with "Choose Dates" selected. A "Select Owner" button is located to the right of the "All Dates" checkbox. Below the "Select Owner" button is a text input field. At the bottom left, there is a "Translate" checkbox. At the bottom right, there is a text input field with the text "Specified in the Unit's Tax Info tab." below it.

There are several **Property Management Invoice** options. Specify the **Start Date** and **End Date** or click the **All Dates** button or choose a date range from the **Dates** menu.

You need to select an owner for the report by clicking the **Select Owner** button and choosing one from the list.

Specify an **Invoice #** (if you wish), and a **Management Fee** (either a flat rate or a percentage of the rent collected). You can also specify a **Service Fee** (either a flat rate or a percentage of the expenses paid),

You can report on all **Units** by clicking the **All** button next to the units field or choose one or more specific units to include in the report by clicking **Select Unit(s)**.

Any Expense Tracker records with the **Add to PM Invoice** option enabled will be added to the PM Invoice by choosing **Include Marked Expenses**.

Any Other Income Tracker records with the **Add to PM Invoice** option enabled will be added to the Property Management Invoice by choosing **Include Marked Income**.

You can also change the title of the report from **Invoice instead of Statement**.

Click **Edit Header** to add any amount of text to the top of the Invoice, by enabling **Add Management Header**.

The rent collected for each unit will be listed in the report by checking the **Include Income Info** option. Only income for previous months is reported.

Click the **Create Property Management Invoice** button to generate an Invoice or Statement which includes all the rents collected and expenses paid for one or more Units or Buildings for one particular Owner or Landlord.

Other Income Tracker

Other Income Tracker is primarily used to keep track of Deposits to Accounts used in *Expense Tracker*, and misc. income such as vending or laundry machines.

In *Other Income Tracker*, the **Date (1)** is entered when the record is created. You can change the date by clicking the **Today** or **Choose** button above this field.

The screenshot shows the 'Other Income Tracker' window. At the top, there is a title bar with the text 'Other Income Tracker' and a 'Full Screen' checkbox (12). Below the title bar, the interface is divided into several sections. On the left side, there are input fields for 'Date' (1) with 'Today' and 'Choose' buttons above it, 'Source' (2) with an 'Add/Select Source' button, 'Tenant' (10), 'Account' (6) with an 'Add/Select Account' button, 'Unit' (7) with 'Select Bldg' and 'Select Unit' buttons, and 'Notes' (8) with a checked 'Add to PM Invoice' checkbox (9). On the right side, there are input fields for 'Due Date' (11) with a 'Change' button, 'Amount' (3) with a 'How' button (4), and 'Tax Type' and 'Tax Collected' (5). Below these fields is a button labeled 'Auto Import Income' (13). At the bottom right, there is a vertical stack of buttons: 'New Income Record' (14), 'Delete Income Record' (15), 'Sort Income Records' (16), 'Find Income Record' (17), and 'Income Tracker Help' (18).

Choose the income **Source** type (2) from a list provided or create your own. The **Source** could be a person, an activity, etc. Then enter the Income **Amount** (3).

Click the **How** button (4) to indicate the method of payment.

Enter any tax collected in connection with the Income **Amount** in the **Tax Type** and **Tax Collected** fields (5).

Create your own lists of **Accounts (6)**. Your list might include business checking or credit lines, escrow accounts, or cash accounts.

To transfer funds from one **Account** to another, click the **Add/Select Payee** button in the Expense Tracker record and choose **Transfer to Another Account**. You will then be prompted to enter the **Account** to transfer the funds from. Next you will enter the date of the deposit (or transfer) and the amount.

Assign the income to a particular **Building** or **Unit (7)** by clicking the **Select Bldg** or **Select Unit** buttons.

Keep notes of any length about the income in the **Notes** field **(8)**. If you want this Other Income Tracker record included in Property Management Invoices, enable the **Add to PM Invoice** option **(9)**.

There is a **Full Screen** option **(12)** near the top of the window, which toggles the window between full screen and an independent window.

You can import payments from Rental Income Tracker by clicking the **Auto Import Income** button **(13)**. The **Due Date** **(11)** and **Tenant** fields **(10)** are filled in for you.

Click the **New Income Record** button **(14)** to create a new record. To remove one or more records from the database, click the **Delete Income Record** button **(15)**. You will then be asked if you want to delete **All** records or **Just this one** (only the current record).

The **Sort Income Records** button **(16)** sorts the records by Name, Unit or Date fields in the database.

The **Find Income Record** button **(17)** is used to search for text on any record in that particular component (or database).

You will find much more information about Tenant Tracker, including a Tutorial, by clicking **Income Tracker Help** **(18)**.



Creating **Income Reports** **(1)** is as easy as clicking this button. View a balance sheet for the current Account by clicking the **Account Register** button **(2)**. The **Expense Report** button **(3)** is also at the bottom of the screen.

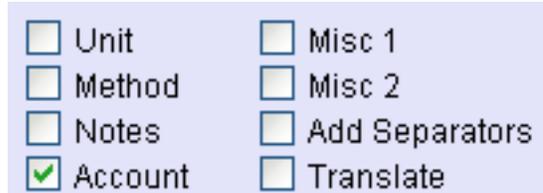
To Add Records to Other Income Tracker

1. Click the **New Income Record** button. You will be asked if you want a **New** blank record, a record with the same **Source/Account** as the current record, or a **Duplicate** of the current record. If you choose **Duplicate or Source/Account**, you will be asked for an **Income Amount**. If you choose **New** you will be asked to select a **Source** type from the list, then the **Account** and finally the **Income Amount**.
2. Change the **Date** to the correct date if necessary.
3. Add or Select a **Source** if one was not duplicated.
4. Select an **Account** from your list.
5. Enter an **Income Amount** and any **Tax Collected** if applicable.
6. Select the **Unit** or **Bldg** if the income is related to a particular property.
7. Add any **Notes** about the income.
8. Enter any information into the **Tenant** or **Due Date** fields.

Other Income Tracker's Report Options

Easily create a report of all your Other Income Tracker records by clicking the **Income Report** button in the lower part of the window.

There are several options to choose from at the top of the Income Report window. Choosing these options causes that type of information to be added to the report. These include: **Unit**, **Method**, **Notes**, **Account**, **Tenant**, **Due Date**, and **Add Separators**. This last option causes extra lines to be added between units.



A screenshot of a light blue panel containing eight checkboxes arranged in two columns. The first column has checkboxes for 'Unit', 'Method', 'Notes', and 'Account', with 'Account' checked. The second column has checkboxes for 'Misc 1', 'Misc 2', 'Add Separators', and 'Translate'.

<input type="checkbox"/> Unit	<input type="checkbox"/> Misc 1
<input type="checkbox"/> Method	<input type="checkbox"/> Misc 2
<input type="checkbox"/> Notes	<input type="checkbox"/> Add Separators
<input checked="" type="checkbox"/> Account	<input type="checkbox"/> Translate

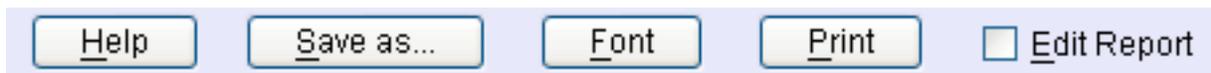
The list can be sorted by clicking one of the **Sort By** radio buttons. The choices are **Date**, **Source**, **Account**, **Misc 1**, **Misc 2**, **Amount** and **Unit**.



A screenshot of a light blue panel. On the left, under the heading 'Sort By', there are seven radio buttons: 'Date' (selected), 'Source', 'Account', 'Due Date', 'Tenant', 'Amount', and 'Unit'. To the right of these is a button labeled 'Date Options'.

You can choose a particular date range by clicking the **Date Options** button.

Click the **Translate** button to translate the report into another language. You must import or create a translation list first. For more information click the **Help** button on the Translations screen in Preferences or consult the translation tips file supplied with this program.



A screenshot of a light blue panel containing five buttons: 'Help', 'Save as...', 'Font', 'Print', and 'Edit Report' (which has a small square icon to its left).

Use the **Edit Report** button to choose if you want to edit the text of the report or enable the ability to click a line of the report in order to go to that record.

The font face, size, and line height of the text of the report can be modified by clicking the **Font** button. You can print the report by clicking the **Print** button. To save the list as a text file for importing into another program click the **Save as...** button.

Above the report field is a set of rectangular buttons that allow you to adjust the tabs (columns widths) of the report. Just drag any of these slightly left or right and after releasing the button the report will realign.