



GETTING STARTED

The **IPM/RW** (Investment Property Management Report Writer) is the most flexible Property Managing reporting tool in the market today. You can create just about any form of report that specifically meets your needs with IPM/RW.

THE MAIN SCREEN MENU BAR

File The file menu contains commands that you can use to create New Reports, open, close, save files, to save report files under a different name, and to change reporting, selections, preview reports and print reports.

Insert The insert menu allows you to insert database fields, Text information, Formulas you define, Special fields (Page Number, Date Printed, Record Count and Report name). Additionally, you can insert control levels, subtotals and Grand Totals information.

Edit The edit menu allows you to edit text Information and formulas and to change Fonts and Field Format

Delete The delete menu allows you to delete from the report database fields, text information and control levels.

Options The options menu contains commands that allow you to select the records to report, define the order of the records, limit the number of records to report. Additionally you can modify sections for Page breaks, add or delete lines and hiding sections.

IPM REPORTING DATABASE

The IPM Reporting Database is separated into 9 different data reporting **Work Groups**. A data work group is a collection of IPM database files for a specific group. For example the Tenant s Work Group contains the information from three files, Unit, Tenant and Property.

When IPM/RW extracts information for a work group it creates one reporting record which will contain the combined information of the files in that work group.

Example of the records created for the Tenant Work Group

```

1  Unit: 100 .....   Tenant: John, Doe.....
   Property: DEMO.....
2  Unit: 100.....   Tenant: Mary, Smith.....
   Property: DEMO.....
3  Unit 101.....   Tenant: Jack, Jones....
   Property: DEMO.....
4  Unit 102.....
   Property: DEMO.....
5  Unit 103.....   Tenant: Bill, Lee.....
   Property: DEMO.....

```

In the above example, The property DEMO contained four units (100,101,102 and 103). There were no Tenants in Unit 102 and there were two tenants in Unit 100. The result were five records which contained the collective information from the three files. In the case of Unit 102, All Tenant information would be blank.

The following are the IPM/RW Work Groups:

TENANTS	Units, Tenants, and Property
TRANS	Transactions, Accounts and Property
LEDGER	Tenants, Charges, Receipts, and Property
ACCTS	Chart of Accounts and Property
RECEIPTS	Receipts and Tenants and Property
CHECKS	Checks and Vendor
UNITS	Units and Property
PROPERTY	Property and Owner
VENDOR	Vendor and Vendor YTD

IPM/RW REPORT DESIGNER SCREEN

Once you have selected the Report Work Group, IPM/RW will display the Report Designer screen. You use this screen to format data and review the results of your report.

When you open a New Report, IPM/RW automatically creates Four Sections or a report;

Page Header Section

This section is generally used for field headings and other information you want to appear at the top of each page.

Detail Section

This is the body of your report where the bulk of information will appear. Each selected record of the reporting work group will print in this section.

Grand Total Section:

Any information in this section will appear at the end of the report.

Page Footing Section:

Information in this section will appear at the bottom of each page. This is a good location to put the filename of your report for reference in latter use.

Additional sections are created when you select to have controls fields added to your report. Refer to Help in setting up control fields in a report.

BUILDING YOUR REPORT

- You build your report by inserting data fields, formulas, text Information, and other special fields such as Page Number, Print Date, Record Count and Report Name into the sections where you

want the information to appear. You use the Insert Menu to select or create elements you want to appear on the report.

- You add SubTotals by selecting the field to subtotal by. IPM/RW creates two(2) additional sections for each control group. The Heading Section and Footing Section. The Level Number and group field appears in the sections
- You add Grand Totals in the Grand Totals section by selecting a numeric value field and selecting the Grand Total from the Insert Menu.
- You add Text Information anywhere on the report.

DRAG AND DROP

When you either Insert an element or click a field, the element will be highlighted in Yellow. This is your active cell. You move your mouse over the active cell and holding down the left button on the mouse, drag the element to the location on the Designer Screen where you want it to appear and then release the Left mouse button.

The IPM/RW uses a snap feature which will position the element to the top of the nearest line where you have dropped the element.

Note: In some cases when you select the element then drag the element to another location on the screen the element does not move, Try moving the element to some other location, drop the element , then re-select the element and move back to the location you want it to reside. This usually occurs when you are trying to make a minor adjustment in the location on the Designer Screen.

PREVIEWING YOUR REPORT

You can see an example of your report at any time. This will help you to see the results of any changes you may have made. To preview

Property Management Software since 1978

your report you can either select the Preview Button or select Preview from the File menu. Ref. to Print Preview for additional information.

TUTORIAL NUMBER 1 - CREATING A TENANT LIST REPORT

This tutorial will step you through the process of creating a report that lists tenants. Tutorial number 2 will add to this report additional features that will cover creating summary totals, adding formulas. Tutorial number 3 will complete the learning covering many of the other features of IPM/RW. For first time users, it is recommended you complete all three tutorials.

Step 1. Creating a new Report

The first step to take is to select *File/New Report* from the Main Menu. Select one of the IPM databases from the Open IPM Database dialog box. It doesn't make a difference which IPM database you select. You can change this selection any time in the process. *Click OK* when done.

Step 2. Selecting the work group to report

There will be a screen that displays nine(9) **work groups** to pick from. You may want to review these work groups to select from before continuing. For our report we want to pick the Tenants.

Step 3. Dragging the elements to the report

After the selection of Tenants, a screen of **Database Fields** will appear. This list represents elements from the files Units, Tenants and Property. For our report select the element **UNIT.Grp_Id** (Checkbook) The Database Fields list will disappear and the selected element UNIT.Grp_Id will appear highlighted in Yellow. Drag the element by pressing down on the left mouse button, dragging the element to the left hand portion of the **Detail Section** and drop the element by releasing the left mouse button. If you dropped the element UNIT.Grp_Id on the Detail Section you would see the Heading [Grp Id] placed above the entry on the detail line. Any element you select and drop on the detail line will automatically place the name of the element in the Page Header section.

Your report should look something like this;

Property Management Software since 1978

Grp Id XX

Step 4. Drag other elements to report

Select, Drag and Drop the following fields to the Detail Line. Position them anywhere you want on the detail line. (**UNIT.Property_Id, UNIT.Unit_Nbr, TENANT.Name,**). If the Database Fields List does not appear you can select *Insert/Database Field* .

Your report should look something like this;

Grp Id	Property_Id	Unit Nbr	Name
XX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Hint: IPM/RW uses a snap feature which will position the dragged element to the nearest line on the work sheet where you have dropped the element. If you drop the element slightly below the top of the line you want the element to appear, the element will snap to that line.

When you are done with all of the elements click the Close button. You can always open this window by selecting *Insert/Database Field*.

Step 5. Previewing the report

Select the **Preview** Button on the toolbar. The Preview screen will display the report you have just now created. After you have viewed your report, select the **Close** button to return you back the Report Design window. One of the nicest features of IPM/RW is the ability to see the results of your changes to the report at any time.

Step 6. Re-Sizing elements

The Tenant Name is 30 characters long. For our report we want to re-size TENANT.Name to be 18 characters long. *Click* the element *TENANT.Name on the Detail section* to make it the active cell. Notice the element name TENANT.Name will appear next to the definition Field Name on the toolbar at the top of the work area and the element will be highlighted in Yellow. You can always see what the element is by clicking the element in question. The size drop down

list will display 30. Select the size 18 for this report. This is how you change the size of database elements on your report.

Step 7. Sorting Records

Select the *Options/Order of Records*. A new window will appear with all of the elements you have selected. Select **UNIT.Property_Id** from the Reporting Fields and *Click ADD*. Also select **UNIT.Unit_Nbr** and *ADD*. The report now will be *Unit* within *Property* sequence. *Click* the Close button when you are done.

Select Preview to see the changes made to this report.

Step 8. Adding Text Information

Select *Insert/Text Information*. A new box will appear at the lower left corner of the screen for adding and changing Text Information. Enter the words [**Tenant Listing**] and *Click OK*. The information you entered in the text box will now appear at the top of the designer screen highlighted in Yellow. Drag this element and drop on the first line in the center of the **Page Header Section**. You can change any Text Information by selecting the text element to make it the highlighted cell and choosing *Edit/Text Information*.

Your report should look something like this;

Tenant Listing

Grp Id	Property_Id	Unit Nbr	Name
XX	XXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Select the Preview button to see your changes.

Step 9. Saving the Report

Select *File/Save Report As..* A dialog box will appear requesting the name of the report and a definition of the report. The name cannot exceed 8 characters and must begin with an alpha character. You should develop some naming convention you want to use for grouping report files. In this case we want to use the Report name **TENTA**.

Property Management Software since 1978

Make the Report definition be **Tenant Listing**. Click the Save button when done.

Notice that the report name now appears at the top of the screen and in a box at the bottom of the screen.

Step 10. Finished with Tutorial #1 Tenant Listing.

You now have created a very basic report that lists tenants in sequence by Property, Unit. Going to Tutorial #2 will now advance you through some more of the features of IPM./RW

TUTORIAL #2 TENANT BASE RENT LISTING

This tutorial will build on the Tenants List you created in the First Tutorial. Covered will be grouping data, taking totals and creating formulas.

Step 1 Opening the Tenants Listing Report

Begin by opening the Tenant Listing created in Tutorial #1. Select *File/Open Existing Report*. IPM/RW report files have a filename with the extension of **PRW** Select the file name TENTA.PRW

If you are continuing on from the previous tutorial, you may be able to skip this step.

Step 2 Adding Database Elements to the Report

Select *Insert/Database Field*. The list of database fields will appear. Select the field named **Tenant.Base_Rent**, drag and drop this field to the right of Tenant name on the Detail Line. Notice that the list of database fields begins with elements in the Unit file, followed by elements in the Tenant file, followed by elements in the Property file.

Your report should now look something like this:

Grp Id	Property_Id	Unit Nbr	Name
Base Rent			
XX	XXXXXXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXX (\$999,999.99)

Notice that this database field Base Rent shows \$999,999.99 which indicates that the field is numeric. Alpha Numeric fields will display X for the length of the field.

Step 3 Adding Group Levels

Control Levels allow you to group information to make it easier to read and understand. In this example we are going to group the Tenants by Grp_Id(Checkbook) and by Property Id. Select *Insert/Control Level*.

A Control Level window will appear. Select **UNIT.Grp_Id** from the drop down list box. You have your choice of creating this group in Ascending or Descending sequence. For this example we will select Ascending which is the default option. *Click OK*

Notice that two new sections were created on the Report Design screen. **#1H Grp_Id** and **#1F Grp_Id**. The H (Heading) will print at the beginning of the change in Grp_Id and the F (Footing) will print at the end of the Grp_Id group.

Do the same step of creating a control level for the **Property_Id**. Notice that now there are two groups created. Our report will be sorted first by Grp_Id(Checkbook) and then by Property Id.

Select Preview to see the changes made to this report.

Step 4 Choosing Database, Checkbooks and Propertys to report

IPM/RW provides for you the capability of choosing any IPM database to use with any reports you design. This allows you to design one report and select any of the IPM databases to use for the report.

Select either the CHOOSE button on the toolbar or *File/Change Report Selection*. A Report Setup window all appear with three choices. Database to use for the report, Checkbook to report and Properties to include in the report.

Property Management Software since 1978

If your IPM database contains more than one property, try selecting **[Report All Checkbooks]** from the drop down list. This tells IPM/RW to extract all checkbooks from the selected IPM database. This [Report All Checkbooks] has the effect of creating a global report. Your other choices are to select a specific Checkbook and your choice of Properties to report. This operates similar to the selecting of Properties to report in IPM.

Note: If you have the SAMPLE.MDB database that was shipped with IPM on your computer, you may want to see the effect of Reporting all Checkbooks by choosing SAMPLE.MDB as the reporting database.

Now select Preview to see the effect of this selection.

Step 5 Creating Subtotals

Creating totals is one of the easiest feature in IPM/RW. You can create a subtotal on any numeric field. For this report we will create a total of TENANT.Base_Rent for each Property and Checkbook.

Activate the [**TENANT.Base_Rent**] on the **Detail Section** by placing the mouse on the field and clicking. The element will now be highlighted in Yellow.

Select *Insert/Subtotal* A [Total Level to Summarize] window will appear with a drop down list of groups levels to pick from. Select [**UNIT.Property_Id**] from the list. A new subtotal field for the TENANT.Base_Rent will appear on the footing total Property_Id. Now preview your report to see the effects of this subtotal.

Note: If you click this new field you will see the name of the field at the top of the designer work area with the name #2 Sum of Tenant.Base_Rent. The # indicates the control level for the element.

Step 6 Creating a Grand Total

Grand totals can be created for any numeric fields that you are printing. Grand totals will appear on the last page of your report. To create a Grand Total, Select the numeric field on the Detail Section to total by activating the cell. In this example you want to activate the **TENANT.Base_Rent** on the Detail Section. *Only elements on the Detail line can be Subtotalled or have Grand Totals.*

Select *Insert/Grand Total* or select Grand Total from the POP up menu(Right mouse button). A new field will be put on the Grand Total section under the TENANT.Base_Rent field. Try Preview to see the changes in the report.

Step 7 Adding Page Breaks

Page breaks allow you to start information that has changed in a group on a new page. For this example we will create a new page for any change in Grp_Id.

Property Management Software since 1978

Select *Options/Modify Section/Insert Page Breaks*. The Section Window will appear with a listing of sections in the report and options available. For now we want to select the **#1F Grp_Id** section. Click **New Page After the Control Changes** checkmark. Try the Preview of your report.

Step 8 Selecting Records to Report

Many times you will want to select specific records to report. For example you may want to report only those tenants that have a base rent greater than \$300.00 or maybe you would want to report only Tenants that have a current balance due. For this example we want to report only those units that are occupied.

Select *Options/Select Records to Report*. The Expert Query window will appear. This query will prompt you for the element to test, the condition to perform and the result for the test. Refer to Help on Query for more information.

For this example, Select from the First Test to Perform list, **TENANT.Name**. A condition box will appear with a list of valid conditions for this field. Select the condition ***is not blank*** and *Click* the OK button. With this step you are saying to IPM/RW, report only the records that have a name in the tenant file. This reporting database (Tenant) primary file is UNIT. Tenants are linked to the UNIT file allowing us to have some UNITS without any TENANTS. By selecting to report only Tenants that are not blank we end up with active tenants.

Note; By changing the selection we made to be *is blank* we would be getting all units that are vacant. This would be the selection to report Vacant Units.

Step #9 Save Report As Another Name

In this example we started with the report TENTA and have made several changes to create the current report. Change the Page Heading from Tenant Listing to **Active Base Report**. To change any Text information, click cell with the information you want to change

and select *Edit/Text Information*. To save a report with another name you can select *File/Save Report As* In this example we want to save the file as **TENTB** and give it a description of **Active Base Rents**.

Property Management Software since 1978

TOUR #3 UNIT DOLLARS PER SQUARE FOOT LISTING.

This tutorial will step you through adding formulas, formatting and making your report look professional.

Step 1 Opening the Active Base Rents

You may skip this step if the report file is already open. Begin by opening the Active Base Rents report created in Tutorial #2. Select *File/Open Existing Report*. IPM/RW report files have a filename with the extension of **PRW** Select the file name TENTB.PRW

Step 2 Creating Formulars

One of the most powerfull features of IPM/RW is the ability to perform calculations. Refer to Creating Formula for a full discussion on the use of formulas. For our example, we will create a formula that determines the dollars per square footage of a unit.

Select *Insert/Formula* . A Formula Name window will appear. Key in PER/SQFT in the Name of Formula box and click Accept. A window will appear with the name of the formula appearing at the top of the window.

Two list boxes are presented. One the Fields which is a list of elements you can use in a formula and the Second is a list of operators and functions available for use. A complete explanation of the use are covered in the Creating Formular in Help.

For this example we first want the field **TENANT.Base_Rent**. *Double Click* this field. The field TENANT.Base_Rent will appear in the Formula box. This box is a full edit box where you can make any changes. Now position the mouse pointer after the field TENANT.Base_Rent and insert the divide symbol [/]. Now look for the field **UNIT.Size_Sg_Ft** in the fields list and *Double Click*.

The formular should look like this:

```
{TENANT.Base_Rent}/{UNT.Size_Sq_Ft}
```

When you Click the Accept button, the new formular will appear on the work area. Drag and drop this formular next to the base rent element on the detail line.

Your report should now look something like this:

Grp Id	Property_Id	Unit Nbr	Name	
Base Rent	Per/Sqft			
XX	XXXXXX	XXXXXX	XXXXXXXXXX	(\$999,999.99)
				(999,999.99)

Select Preview to see the effects of this change.

Step 3 Create some more Subtotals and Grand Totals

Create subtotals for the Base_Rent and Per/Sqft for the control levels #1 Grp_Id and #2 Property_Id.

Click the field Base_Rent on the detail section to make it the active cell then select Insert|Subtotal and choose Create totals by UNIT.Grp_Id and accept.

Create the subtotals for Per/Sqft on both UNIT.Grp_Id and UNIT.Proerpty_Id.

Preview to see the results.

Step 4 Formatting and expanding the report

Insert the *Database field* **CHECKBOOK.Description** and place this field on the first line centered in the Page Heading Section. This database field is near the end of the list of database fields.

We will change the presentation of the CHECKBOOK.Description element on the report. Make CHECKBOOK.Description the active cell. Select *Edit/Change Font Information*. The Field Format and Alignment window will appear. The element CHECKBOOK.Description will show alignment of Left Justified. We want to change this to be Center.

Property Management Software since 1978

Note that when you make a selection, an example will show you the effect of the choice.

Try inserting the `PROPERTY.Property_Name` and placing this element on the #2F Property_Id Section to the left of the total Base Rent then select *Edit/Change Field Format* and choose Right Justify.

Try selecting Per/Sqft on the detail section and select to change Numeric Formating. Change the decimal Alignment from 1.00 to 1.000 and click off the Thousands separator.

Preview your report to see the changes.

Step 5 Changing the appearance of Elements in your report

In many cases you want to draw attention to specific elements of your report. You may want to make the element Bold or apply some other method. In this step we will change the look of several fields to give a better presentation to the report.

1. Make the **CHECKBOOK.Description** on the Page Heading the active field. Choose the **FONT** button on the toolbar. The font dialog box will appear which will allow you to change the look of the element when printed. For our example change the Font Style from Regular to **Bold**, Change the Size from 10 to **11**.

2. Make the **PROPERTY.Property_Name** on the section #2F Property the active cell, Select the FONT and change the Font Style from Regular to **Bold**.

3. Make the text element [**Grp Id**] on the Page Heading Section the active cell. Select the FONT and change the Effects to **UnderLine**, the Font Style to **Bold**. Do the same for the other text elements on the Page Header Section, **Property Id, Unit Nbr, Name, Base Rent** and **Per/Sqft**

Preview your report to see the changes.

Experiment with this to see the effects of Your presentation. You will find many ways of altering the presentation. For example you could choose Italic.

Property Management Software since 1978

Step 6 Hiding sections and elements.

In our report we have two sections #1H Grp_Id and #2H Property that do not have any information on the section. IPM/RW will print this section when a change in the control group occurs. For our report we want to eliminate the printing of this section.

Select *Options/Modify Section/Hide Sections* Select the Section #1H Grp_Id and Click **Hide the Section (Don't Print)**. Do the same for the #2H Property section. The work area for both of these heading sections will now appear dulled. This is the indication that the section will not be printed.

Step 7 Adding Lines to a section

The report needs to add some space after printing the Property totals to look better. You can add extra lines to any section making more room for information or in this case creating a blank line for readability.

Select *Options/Modify Section/Add Delete Lines*. For our report select the #2F Property and choose **Add a Line**.

Step 8 Adding Special Fields

IPM/RW provides four special fields that you can use. **Page Number, Print Date, Record Count** and **Report Name**. These elements can be located anywhere on the report.

Select *Insert/Special Fields/Page Number*. Drag this element and place somewhere on the right side of the Page Heading Section. For clarity in the report try putting the text of [**Page Nbr**] next to the page number field. The area would look something like this

Page Nbr 99999

Select *Insert/Special Fields/Print Date*. Drag and drop this element somewhere near the left hand portion of the Page Heading section. Put the text [**Printed**] in front of the date printed element. The area would look like this

Printer 99/99/99.

Property Management Software since 1978

Select *Insert/Special Fields/Report Name*. This is the full filename of your report. It represents the report name that appears on the top of the IPM/RW design window. It is recommended that you always place this information on the **Page Footer** Section of every report you create. This will provide you a name that represents the report. Drag and Drop this element on the Page Footer section. If you want to minimize the size of this field, try selecting the **FONT** and change the size from the default of 10 down to **8**. This will make the information readable, not starring you in the face.

Step 9 Design to your Hearts content.

Save this report or use the Save Report as.. to another name.

You now have a general understanding of what flexibility you have with IPM/RW. There are many ways you can present the data.

For example you could add the average per square unit to the total line of property by creating a formula that takes the #2 Sum of Tenant.Base_Rent divided by the #2 sum of Record Count. See if you can figure out how to do this. A hint is to think of the special field Record Count.

Another Example, How would you turn this report into a summary only. Hint think Hide.

Good Luck with your Designs.