Overview

Each ledger (owner and property) can have a statement custom built to match his needs. Each different layout requires its own owner statement profile, created under <<Setup, Owner Statements>>.

There are more than ten body styles to choose from. The best way to determine the most appropriate statement is to experiment. The owner statement for each owner is chosen in the owner/property profile.

Owner statements are generally used by fee based managers. Non-fee based managers generally use financial reports (balance sheet, trial balance, income statement, etc.). Use whichever best fits your situation. Not every owner should get the same layout, i.e. single unit owners have different needs than multi-unit owners. Refer to "Owner Statements, Recommended Layouts" in Help, Contents, Procedures.

Recommended Owner Statements

- Single Unit Owner - body style of owner balance details, include memos, include payees, and no summary style.
- Multi-unit Owner - body style of unit balance details, include memos, include payees, summary style of owner balance summary.
- Apartment Building - body style of owner balance summary or one of the General Ledger reports or same as Multi-unit owner.

Where to Run

Owner Statements can be run from <<Mailings, Owner Statements>> or from <<Reports, Owner Reports, Owner Statements>>. See the Help document #231 for some examples of running owner statements.

Contents

Owner Statement Profile
Each different layout has its own owner statement profile.

Find Owner Statement

Search for [_____]   ● Sort by ID
                          ○ Sort by Name

ID	Name
AUDIT	Running balance details
EOY	End of Year
MULTI	Multiple unit owner
SINGLE	Single unit owner
YTD	Year to date summary

Statement Body Tab

ID - The ID must be unique for each statement type.

Statement Header

Single unit owner [Owner Statement]

ID SINGLE   Single unit owner

Statement Header
Return Address Management Group ▼
Title MONTHLY STATEMENT

Statement Body
Increases Label Income
Decreases Label Expense
Body Style Owner Balance Details ▼

☒ Include Memos   ☐ Include Unit Description
☒ Include Payees   ☐ New Page for Each Unit's Details
☐ Include Payers   ☐ Print Statement if No Activity
☐ Summarize Income and Fees ☐ Exclude Notes

Running Balance [_____] ▼
Summary Style   [_____] ▼
Consolidation Style [_____] ▼

\1. Statement Body \2. Additions

Return Address - Select the return address style you wish from the Find List.

Title - Enter a title for the statement which will print at the top of the statement.

Hint: S T A T E M E N T (all caps with space between letters) looks nice.

Statement Body

Increases Label - Select the label you want on the column which shows transactions which increase the owner's balance. Common labels are Income, Credit, Increase, Receipts.

Decreases Label - Select the label you want on the column which shows transactions which decrease the owner's balance. Common labels are Expense, Debit, Decrease, Disbursements.

Body Style - Select the body style from the Find List. If you only want a summary, leave this field blank.

- **Owner Account Details** - This style prints a list of owner transactions in date sequence with four columns: Increase, Decrease, Other and Balance, for the time period selected.
- **Owner Account Summary** - This style has four columns as above but combines like accounts for the time period selected, rather than printing each transaction.
- **Owner Balance Details** - This style prints a list of owner transactions in date sequence in three columns: Increase, Decrease, Balance. Any transactions that increase the balance will be in the Increase label column.
- **Owner Balance Summary** - This style has three columns as above but combines like accounts for the time period selected, rather than printing each transaction.

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- **Owner Income Details** - This style prints a list of owner transactions in date sequence, with Increase first, then Decrease, then Other.
- **Owner Income Summary** - This will combine like accounts for the time period selected and print them in income format - Increase first, then Decrease, then Other.
- **Unit Account Details** - This style prints a list of owner transactions in date sequence by unit, with four columns: Increase, Decrease, Other and Balance. Any non-unit specific transactions are printed last.
- **Unit Account Summary** - This will combine like accounts for the time period selected for each unit, and non-unit specific transactions in four columns as above.
- **Unit Balance Details** - This prints a list of owner transactions in date sequence by unit, with three columns: Increase, Decrease and Balance. Any non-unit specific transactions are printed last. Any transactions that increase the balance will be in the Increase label column.
- **Unit Balance Summary** - This will combine like accounts for the time period selected for each unit, and non-unit specific transactions in three columns as above.
- **Year to Date** – There are three columns – Current, Year-to-Date and Balance. All like accounts for the time period selected are combined in the current column. There are 4 styles of YTD like those in the field Consolidation Style.

Checkboxes

Include Memos - Put a check in this check box if you want the memos on the transactions to print on the statement. This is recommended for the Details styles.

Include Payees - Use this check box to indicate that you want the check number and the payee for checks written to print on the statement. This is recommended for the Details styles.

Summarize Income and Fees – When this checkbox is marked, all income with the same account code (like Rent) will be summarized into one line and amount. Likewise all management fees will be summarized into one line and amount. Other expenses will be itemized.

Include Unit Description – Mark the checkbox to add the unit description to each line that is unit specific.

New Page for Each Unit's Details – Use this checkbox if you want a new page for each unit's transactions when using the Unit Account or Unit Balance statement style.

Print Statement if No Activity
- When this box is left unchecked, no statement will print for owners with no transaction activity during the selected time period and no balance.
- If you want no statement for owners with no transaction activity even if they have a balance, use the switch /OSNA in the Customized Programming Options field in Setup, Processing Defaults, RPM tab.
- If you want statements to print even when there is no activity, check this box.

Exclude Notes – Mark this checkbox if you do not want Notes to append to the statement. The end of year statements should have the checkbox marked.

Running Balance – Select from the Find List the type of running balance you wish printed on the statement.
- Blank – a beginning and ending balance will print for the time period chosen.
- Every Day – the balance will print for each day on which there is a transaction
- Every Month – the balance will print on the same line as the last transaction in each month

Summary Style – Select the type of summary you want to print at the beginning of the statement. If this field is left blank no summary will print.

- **Owner Account Summary** – This has four columns (Increase, Decrease, Other and Balance) and combines like accounts for the time period selected, rather than printing each transaction.
- **Owner Balance Summary** – This has three columns (Increase, Decrease, Balance) and combines like accounts for the time period selected, rather than printing each transaction.
- **Owner Income Summary** – This will combine like accounts for the time period selected and print them in income format – Increase first, then Decrease, then Other.
- **Unit Account Summary** – This will combine like accounts for the time period selected for each unit, and non-unit specific transactions in four columns (Increase, Decrease, Other, Balance).
- **Unit Balance Summary** – This will combine like accounts for the time period selected for each unit, and non-unit specific transactions in three columns (Increase, Decrease, Balance).
- **Year to Date Summary** – There are three columns – Current, Year-to-Date and Balance. All like accounts for the time period selected are combined in the current column. The report layout is the same as that for the ledger report Income Summary

Consolidation and YTD Styles
Cash Flow Statement
- Beginning and ending balance which includes liabilities (open credits, security deposits, etc).
- Summarizes all transactions and lists under heading those with account type of:
  - Income
  - Expenses
    - Net income total
  - Adjustments: equity, liabilities
    - Net balance change – including liabilities and equity

Income Statement
- No beginning or ending balance
- Equity and liability accounts are not included.
- Summarizes all transactions with each account type of:
  - Income with total
  - Expenses with total
    - Net operating income
  - Other: other income and expenses
    - Net income total

Retained Earnings Statement
- Beginning and ending balance
- Liability accounts are not included.
- Summarizes all transactions and lists under heading those with account type of:
  - Income
  - Expenses
  - Other: other income, other expenses, equity
    - Net Retained Earnings total

Operating Statement
- Beginning and ending balance
- Summarizes all transactions and lists under heading those with account type of:
  - Income
  - Expenses
    - Net income total
  - Other Income
  - Other Expenses
  - Adjustments: equity
    - Net balance change total

Additions Tab

Additions Before Statement Body
These items will print on the statement before the body of the statement displaying transactions prints.

Balance Message

- **Base Reserve Deficit** – This will print a message to the owner asking him to send the amount of money needed to bring his balance up to the Base Reserve set in the Owner Profile.
- **Distribution Reserve Deficit** – This will print a message on the statement asking the owner to send the amount of money needed to bring his balance up to the Distribution Reserve set in the Owner Profile plus any unpaid invoices.

Additions After Statement Body
These items will print on the statement after the body of the statement displaying transactions prints.

Unit-Tenant List – the list contains tenants with a status of Current, Future, Notice, Eviction and Past Active with security deposits or open credits. Past Evicted tenants who have a balance or a security deposit are also included. If there is no current tenant, an entry with the tenant name "Vacant", the report date and the Market Rent is included. If there is no current tenant the unit will be listed and the tenant will be "Vacant".

- The report always shows future and current tenants based on the occupancy on the date the report is run. This means past tenants could be included as current if a report is back dated.
- Past tenants and roommates are only included if they have the potential for a refund.
- Potential for a refund means they have a security deposit AND the balance due does not exceed the amount of the security deposit.

The information included is the unit address and the tenant name. Depending on your choice of Unit Tenant List the following fields are included:

- Lease Expirations – rent and lease end date
- Balance Summary – rent, security deposit, balance
- Lease Summary – rent, security deposit, lease end date
- Security Deposits – rent, security deposit
- Balance – rent, balance

Lease is active if:

- **Current/Future tenants**: Lease Start Date or Move In Date is on or before Last day of month. (they are active for the month)
- **Past** – Same as current plus Lease End Date or Move Out Date is on or after 1st day of month.

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Invoice List
> **Unpaid Payables** – a list of any unpaid payables
> **Open Work Orders** – a list of any open work orders – all work order statuses except Resolved, Invoiced, Deferred, No Action Taken and Not Approved are shown.
> **Unpaid Payables and Open Work Orders** – a list of both unpaid payables and open work orders

Some Recommended Layouts
For all statement profile, mark Summarize Income and Fees if tenant payments are usually in multiple checks or money orders.

Single Owner - One unit
> Body Style - Owner Balance Details
> Include Memos - X
> Include Payees – X
> Additions Tab – Invoice List – Unpaid Payables and Open Workorders

Single Owner - Multiple units
> Body Style - Unit Balance Details
> Include Memos - X
> Include Payees - X
> Summary Style - Owner Income Summary
> Additions Tab – Invoice List – Unpaid Payables and Open Workorders

Single Owner - Apartment Complex
> Body Style - Owner Income Summary
> or
> GL Reports
> Income Summary
> Trial Balance
> Balance Sheet

One owner - multiple properties
Owner profile
> Body Style = none
> Consolidation style - consolidated operating statement
> Print statement if no activity - X
Property profile
> Owners tab - statement type =separate property
> Statements and Checks tab
> Statement - single or multi based on units in the property

End of Year - All owners
> Body Style – Unit Account Summary
> Exclude Notes - X

Property

In the Property Profile (Owners Tab, Owner line item), Statement Type – Combined Property (If an owner wants only a property statement and no owner statement, the Statement Type selected in his owner profile should be blank and the Combined Property type chosen here, with the owner statement profile you wish selected on the Statements tab of the property profile.)

      Combined vs Separate - for owners of multiple properties the second property statement starts on the same page as the first if you choose combined and starts a new page if you choose separate.

One unit owned by property
      Body Style - Owner Balance Details
      Include Memos - X
      Include Payees – X
      Additions Tab – Invoice List – Unpaid Payables and Open Workorders

Multiple units owned by property
      Body Style - Unit Balance Details
      Include Memos - X
      Include Payees - X
      Summary Style - Owner Income Summary
      Additions Tab – Invoice List – Unpaid Payables and Open Workorders

Apartment Complex owned by property
      Body Style - Owner Income Summary

Audit - to verify balances and do research
      Body Style - Owner Balance Details
      Running Balance - Every day