

# How to Generate the Management Report in REST Professional

## Overview

A Management Report is beneficial to the business as it produces statistics about the management of the rental portfolio. It may be produced for one month or a number of months and may be printed as an Agency Summary or for each Property Manager. This report may also be exported to an Excel spreadsheet.

This document will cover:

- How to Generate the Management Report in REST
- How to Export the Management Report to Excel
- Management Report Monthly Summary Example
- Management Report Yearly Summary Example
- Yearly Management Report Exported to Excel Example

## How to Generate the Management Report in REST

1. Go to Reports > Management > Management Report

The screenshot shows the 'Management Report' dialog box with the following settings:

- Selection:**
  - Month to Print: Current
  - All
  - Range (Start at Alpha Index: [ ], Finish at Alpha Index: [ ]) (disabled)
  - Select (dropdown: [ ]) (disabled)
- Advanced:**
  - Manager Type: Agency Summary
  - Manager(s): [All Managers]
  - Sort and filter by Area Code
  - Area Code: All
  - Options: Monthly Detail,  Use Effective Arrears

At the bottom, there are icons for Orientation (F1), Font Select (F2), Printer Select (F3), Print (F12), Preview (F11), Export (F10), and Cancel (ESC).

2. Select your criteria:

- Manager Type - Leave as Agency Summary to print or export the statistics for the whole management otherwise choose the type of manager for whom you wish to print the report i.e. / Property Manager, BDO etc.
- Manager(s) - If you have chosen to print or export the report by manager, leave this option as "All Managers" and REST will print the statistics for each manager and an Agency Summary at the end of the report. Otherwise choose the managers for whom you want this report. When you select more than one manager and export this report to Excel, a worksheet will be produced for each manager.
- Sort and Filter by Area Codes - if Area Codes are utilised and you want to report just on specific areas, select Sort and Filter by Area Codes and then select the relevant areas.
- Options - Choose Monthly Detail to view the report for one month. If you choose Yearly Summary to view up to 12 months at a time, the report will print in landscape format.
- Use Effective Arrears - If you would like to use Effective Arrears in the report, tick "Use Effective Arrears"

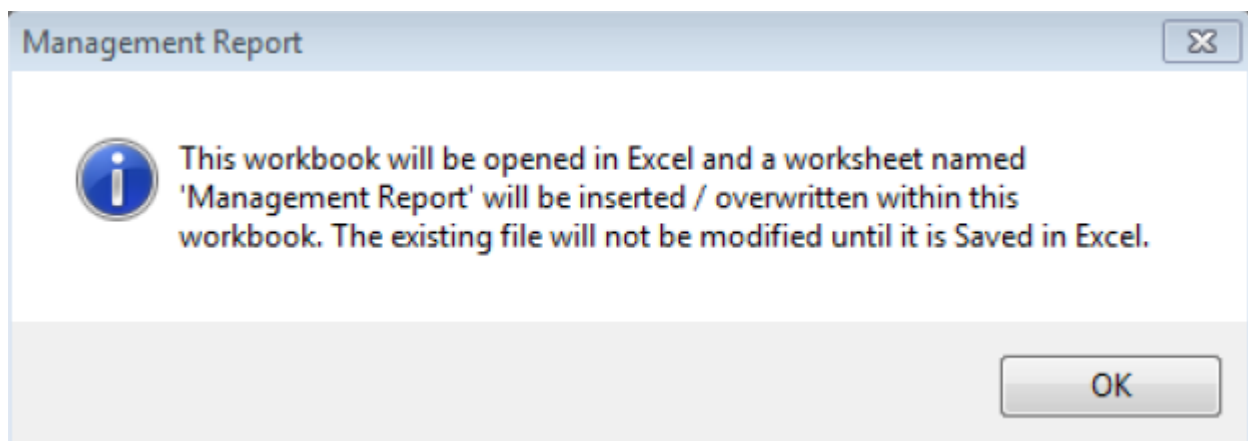
3. Click on Preview-F11 to preview the Management Report

## How to Export the Management Report to Excel

The Management Report is able to be exported to Excel for statistical purposes. This can be produced on a month by month basis or over a period of range.

1. Repeat above steps in How to Generate the Management Report in REST
2. To preview in an Excel spreadsheet click on Export-F10

- Change the Save As Type to Excel Spreadsheet
- The name of the spread sheet will default to Management Report.xls. You can leave this name default or change it as it will overwrite any existing management reports saved with the same name once you close the spread sheet
- Choose the location of where you want the document to be saved to
- Click Save. NOTE: If the report has been generated previously with the same name and to the same location, a message will generate regarding the management report being inserted and overwritten - Click OK to this message



- The excel spread sheet will now have generated at the bottom of your screen in your task bar

NOTE: If any alterations are made to the document that you are wanting to retain for further reference, the document will need to be resaved.

# Management Report Monthly Summary Example

## MANAGEMENT REPORT

Including Effective Arrears

Total for all managers, January 2015 to January 2015

Total number of Owners with Properties	24
Total number of Residential Properties	35
Total number of Commercial Properties	6
Total number of Industrial Properties	0
Total number of Holiday Properties	0
Total number of Properties	41
Average Properties per Owner	1.71
Number of Vacant Long Term Properties	4
Number of Rented Properties	37
Number of Properties not for Re-let	0
Vacancy Rate	9.8%
Number of Tenants 1 to 6 days in rent arrears	0
Number of Tenants 7 to 13 days in rent arrears	0
Number of Tenants 14 to 20 days in rent arrears	0
Number of Tenants 21 to 27 days in rent arrears	1
Number of Tenants 28 days or over in rent arrears	34
Number of Vacated Tenants in rent arrears	0
Number of Daily Tenants	0
Number of Weekly/Fortly Tenants	25
Number of Monthly Tenants	12
Total inspections overdue	18
Gross annual Rent	\$1,205,667.67
Gross monthly Rent	\$100,472.31
Gross monthly management fee on rent	\$7,794.87
Average management fee on rent	7.73%
Gross monthly Outgoings	\$6,067.50
Gross monthly management fee on outgoings	\$36.41
Average weekly rent per Property	\$563.96
Average monthly rent per Property	\$2,450.54
Average gross monthly rent per Owner	\$4,186.35
Average gross monthly rent per Tenant	\$2,715.47
Average gross monthly management fee on rent per Owner	\$324.79
Average gross monthly management fee on rent per Tenant	\$210.67
Average gross monthly management fee on rent per Property	\$190.12
Total number of Lettable Properties	41
Total number of Properties Gained	0
Total number of Properties Lost	0
Nett Gain	0
Nett Value Gain	\$0.00

# Management Report Yearly Summary Example

REST Professional Software System (12.5.07)  
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Date: 27/07/

## MANAGEMENT REPORT

Including Effective Arrears	Total for all managers, February 21								
	February	March	April	May	June	July	August	September	October
Total number of Owners with Properties	20	19	19	19	19	20	22	22	22
Total number of Residential Properties	32	31	31	31	31	32	34	34	34
Total number of Commercial Properties	6	6	6	6	6	6	6	6	6
Total number of Industrial Properties	0	0	0	0	0	0	0	0	0
Total number of Holiday Properties	0	0	0	0	0	0	0	0	0
Total number of Properties	38	37	37	37	37	38	40	40	40
Average Properties per Owner	1.90	1.95	1.95	1.95	1.95	1.90	1.82	1.82	1.82
Number of Vacant Long Term Properties	5	5	5	7	7	7	5	5	5
Number of Rented Properties	33	32	32	30	30	31	35	35	35
Number of Properties not for Re-let	0	0	0	0	0	0	0	0	0
Vacancy Rate	13.2%	13.5%	13.5%	18.9%	18.9%	18.4%	12.5%	12.5%	12.5%
Number of Tenants 1 to 6 days in rent arrears	5	0	0	0	0	0	13	1	0
Number of Tenants 7 to 13 days in rent arrears	0	0	0	0	0	0	6	0	1

# Yearly Management Report Exported to Excel Example

1	Description	February	March	April	May	June	July	August	September	October	November
2	Total number of Owners with Properties	20	19	19	19	19	20	22	22	22	23
3	Total number of Residential Properties	32	31	31	31	31	32	34	34	34	34
4	Total number of Commercial Properties	6	6	6	6	6	6	6	6	6	6
5	Total number of Industrial Properties	0	0	0	0	0	0	0	0	0	0
6	Total number of Holiday Properties	0	0	0	0	0	0	0	0	0	0
7	Total number of Properties	38	37	37	37	37	38	40	40	40	40
8	Average Properties per Owner	1.9	1.95	1.95	1.95	1.95	1.9	1.82	1.82	1.82	1.74
9	Number of Vacant Long Term Properties	5	5	5	7	7	7	5	5	5	4
10	Number of Rented Properties	33	32	32	30	30	31	35	35	35	36
11	Number of Properties not for Re-let	0	0	0	0	0	0	0	0	0	0
12	Vacancy Rate	13.20%	13.50%	13.50%	18.90%	18.90%	18.40%	12.50%	12.50%	12.50%	10.00%
13	Number of Tenants 1 to 6 days in rent arrears	5	0	0	0	0	0	13	1	0	0
14	Number of Tenants 7 to 13 days in rent arrears	0	0	0	0	0	0	6	0	1	0
15	Number of Tenants 14 to 20 days in rent arrears	0	0	0	0	0	0	1	0	0	0
16	Number of Tenants 21 to 27 days in rent arrears	0	0	0	0	0	0	0	0	0	0
17	Number of Tenants 28 days or over in rent arrears	0	32	32	30	30	31	1	0	0	36
18	Number of Vacated Tenants in rent arrears	0	0	0	0	0	0	0	0	0	0
19	Number of Daily Tenants	0	0	0	0	0	0	0	0	0	0
20	Number of Weekly/Fortly Tenants	22	21	21	21	21	22	23	23	23	24
21	Number of Monthly Tenants	11	11	11	11	11	11	12	12	12	12
22	Total inspections overdue	9	30	30	28	28	29	10	13	4	28
23	Gross annual Rent	\$1,038,881.36	\$986,373.59	\$986,373.59	\$986,895.03	\$986,895.03	\$1,034,188.55	\$1,131,589.97	\$1,131,589.97	\$1,131,589.97	\$1,154,011.41
24	Gross monthly Rent	\$86,573.45	\$82,197.80	\$82,197.80	\$82,241.25	\$82,241.25	\$86,182.38	\$94,299.16	\$94,299.16	\$94,299.16	\$96,167.62
25	Gross monthly management fee on rent	\$6,681.76	\$6,331.70	\$6,331.70	\$6,335.18	\$6,335.18	\$6,650.47	\$7,301.02	\$7,301.02	\$7,301.02	\$7,450.49
26	Average management fee on rent	7.71%	7.70%	7.70%	7.70%	7.70%	7.71%	7.73%	7.73%	7.73%	7.73%

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