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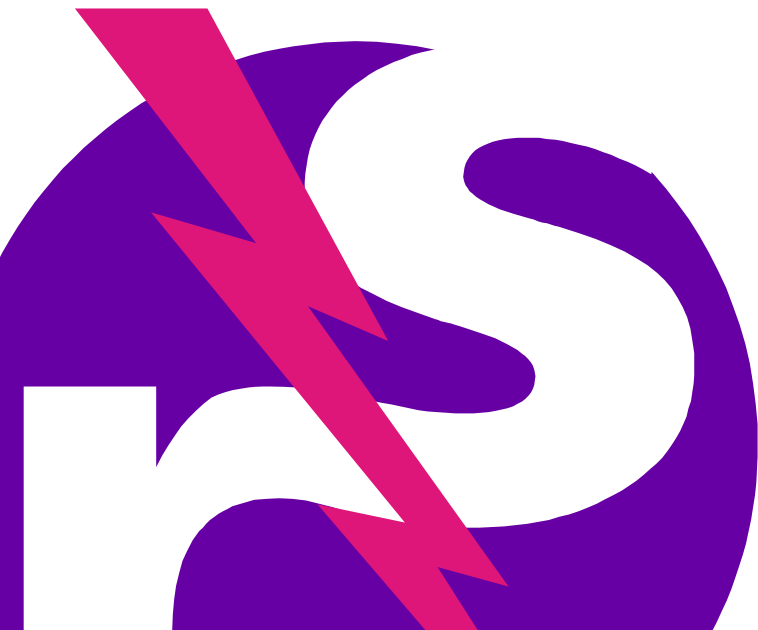
# SPACE MANAGER SUPPORT DOCUMENT

## Space Manager Reports

**What does the Full Summary Report tell me?**

14<sup>th</sup> March 2000

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# Space Manager Reports

## What does the Full Summary Report tell me?

Report Date      Your site's name/location  
 Date: 99/99/99      DEMONSTRATION VERSION ONLY      Page: 1

Full Summary Report for Period from 01/99/99 to 99/99/99 (so far)

Description	Period Total
=====	
REVENUE - Charges	
Rent	20748.19
Insurance	1022.00
Hired Items	5.00
Sale Items	195.50
Late Charges	76.70
Forfeits	0.00
	-----
Revenue Total	22047.39
Deposits S/R	2691.08
VAT	3637.87
	-----
Ledger Total	28376.34
-----	
REVENUE - Credits	
Rent	1971.16
Insurance	69.00
Hired Items	0.00
Sale Items	0.00
Late Charges	70.15
Forfeits	0.00
	-----
Revenue Total	2110.31
Deposits S/R	1869.45
VAT	316.40
	-----
Ledger Total	4296.16
-----	
Net Revenue	24080.18
-----	
CASH MOVEMENTS	
Total Receipts	25708.39
Total Refunds	-1903.83
Total Bounces	-105.75
	-----
Net Cash	23698.81
-----	
Net Change In Ledger	381.37
=====	
TRANSACTIONS	
	Number
Invoices	206
Credit Notes	29
Receipts	172
Allocations	38
Refunds	19
Bounces	1
Reversals	1
Forfeits	0
Late Charges	59

The Reporting Period for period based items. This section of the report covers transactions which were created within this period only.

Each charge or credit item against a customer's account has a Ledger Code stored with the amount to indicate what the charge/credit relates to. Space Manager uses the first letter of the ledger code to determine what the charge/credit relates to. This analysis is performed for all transactions generated within this particular report period.

Revenue items are displayed here.  
Non revenue items are displayed here.  
**Charges** would include, invoices, late charges etc., **Credits** would include manual credit notes and vacations etc..

Whilst it is true that the **Net Revenue** figure does include non revenue items such as VAT and Deposits, a true **Net Revenue** figure can be obtained simply by deducting the **Revenue Total** in the **Credits** section from the **Revenue Total** in the **Charges** sections

The **Cash Movements** simply represent the TOTAL of all the cash related transactions issues during the report period. Space Manager is a Charge Accounting program and does not analyse receipts to give details of what charge items were paid.

The **Net Change in Ledger** is the difference between all the charges/credits issued in this reporting period and the **Cash** received in the same period. If this figure is positive, your customer's debts are getting larger, if it is negative, your customer's debts are getting smaller.

These are the number of each transaction types you have generated within the report period.

With the exception of the **Move In/Out Summary**, **ALL** of the items in this section of the report are the **CURRENT** statuses **AT THE TIME THE REPORT WAS PRINTED**. They are **NOT** period items.

Current Status

UNIT SUMMARY

This section shows the status of your Units at on the **Report Date**. D/I/C/U are Unit statuses and refer to Damaged/Internal/Company/Unavailable.

**Current Possible Rent** is the total period rental if all rented Units were rented at their Standard Unit Rate.

**Total Possible Rent** is the sum of all the Unit's Standard Unit Rate, whether rented or not.

	Units	SqFt	%of SqFt
Total	642	47861	100.00
Rented	422	33867	70.76
Reserved	1	20	0.04
(D/I/C/U)	7	355	0.74
Vacant	220	13994	29.24
Average Rent/SqFt			1.20
Average Unit SqFt			74.55
Current Possible Rent			39563.98
Total Possible Rent			57568.98
% Current/Total			68.72

This section summaries the **Deposit** information held within all active contracts. I.e. the total that would need to be credited to customers if everyone vacated immediately.

This is the total of all **deposits** taken for current unit reservations

DEPOSITS HELD

Rental	43770.65
Hire	0.00
Insurance	0.00
Sub-Total	43770.65
Reservation	54.05

A summary of **Insurance** information for current contracts. The Premium is the total of all the single period premiums for each contract.

TOTAL

INSURANCE SUMMARY

Total Goods Value	656500.00
Total Premiums	1916.56
Total Ins. Deposits	0.00

Basic Customer **Balance** information. Remember, a customer's balance is the difference between the total of all outstanding invoices less any Unallocated Cash on their account which has yet to be allocated.

BALANCES

Total Customer Balances	32963.40
Total Unallocated Cash	3442.33

See Support Document **DOC#060108** for information on this item at <http://www.radicalsys.com/smdefer.htm>

Total Charges Outstanding 36405.73

DEFERRED REVENUE		ITEMS OVERDUE			Contracts	Charges(£)
Period Revenue	42720.20	14-34_Days O/D		22	3935.63	
Deferred Revenue	22121.03	35-44_Days O/D		7	1715.79	
Other Revenue	38262.29	45-62_Days O/D		3	483.14	
		63+_Days O/D		1	850.32	
Total Revenue	103103.52	Total Overdue		92	6984.88	

The **Items Overdue** section analyses outstanding charges on customer's accounts and the age of current contract over the reporting ages set within the **Reports** Section in the **Parameters**.

MOVE IN/OUT SUMMARY for Period

	Rented	Vacated	Variance
Units	25	21	+4
SqFt	1765	1110	+655

This is a summary analysis of customers movements into and out of their Units **WITHIN THE PERIOD OF THIS REPORT**. This item **IS** period based.

Tot Units Rented -æ	2377.27
Tot Units Vacated-æ	1663.25
Net Change in Rent:	+714.02

\*\*\* END OF REPORT \*\*\* (13038)



At the end of each report Space Manager prints a **Reports Check Number** in brackets. When comparing the information contained in two or more reports please make sure that all reports have the same **Reports Check Number** printed at the bottom. If the reports DO NOT have the same **Reports Check Number**, **YOU CANNOT COMPARE THE DATA CONTAINED WITHIN THEM**. The report will have analysed different sets of data.

#### FULL SUMMARY REPORT ERROR WARNING

Under certain circumstances, the Full Summary Report can include an error warning on the last page.

If this error warning appears it will be due to the fact that the Total Charges Outstanding in the BALANCES section does not equal the Total Overdue in the ITEMS OVERDUE (Charges) section.

It is reasonable to suggest that if the total of all the outstanding amounts on invoices does not equal the total of all the customer balances, there is an error in the data stored on Space Manager. Whilst this would be true if the analysis of outstanding amounts on invoices, over time, covered all potential ages from zero to infinity, Space Manager allows the user to specify the age ranges that debt is analysed over.

Before reporting the error to RADical Systems, please confirm that no potential age ranges are being omitted from the age debt analysis.

**PLEASE NOTE: All items within the Full Summary Report are in summary form only. A full and detailed report for each section can be found elsewhere within Space Manager's Reports System. For justification of the figures displayed here, please refer to the appropriate item specific report for full details.**

End Document