1. Click Reports
2. Click Personalize My Reports
3. Click Aged Delinquencies from the Residential Management section
4. Click **Include List**
5. Select **Properties**
6. Type or select the property; Click **Add** to add additional properties
7. Enter **Report Period**, Example 05/14 for May 2014
8. Select **Summary** (Detail shows dates for each line item, summary does not)
9. Check **Include Recap** (This option will show the charge code)
10. Check **Don’t Age Prepayments** (This option will show prepaid rent and credits)
11. Select **Current** for Resident Status
12. Select **Properties** for Group by (This will group residents by properties, useful when doing multiple properties)
13. Click **Print** to generate the report