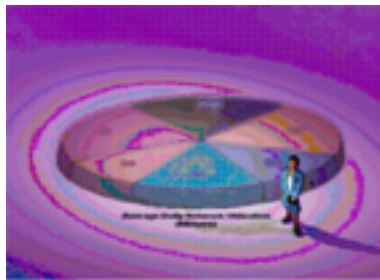


Real Estate Investor Manager



Users Manual

VERSION 1.5

Getting Started

Current Version: 1.5

On-Line Help

On line help is always available while you're working in the Real Estate Investor Manager.

- On-Line Help:** Click the HELP button in the Investor Manager main menu bar
- Context-sensitive Help:** While working in any function pressing the F1 key will display a help window that explains that function.

Equipment Requirements

- Intel Pentium or AMD Athlon processor.
- Microsoft Windows 98, ME, NT, 2000 or XP
- 128 MB of RAM
- Mouse
- 20 MB of free hard disk space to install software and hold the Investor data

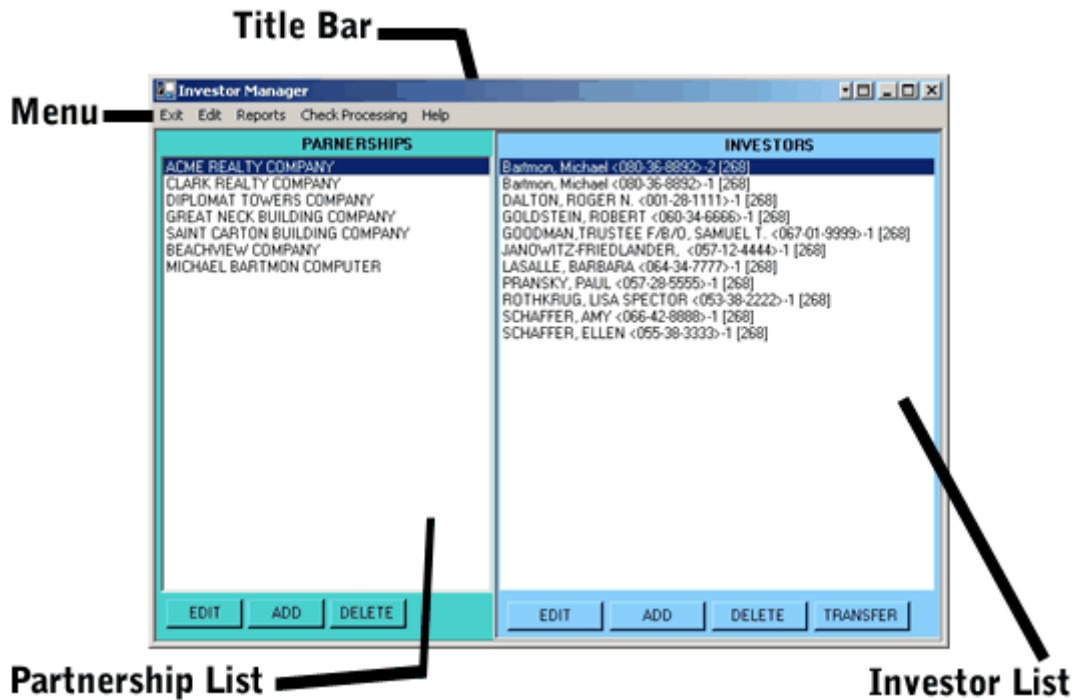
Installation

- 1.Insert CD into CDROM drive.
- 2.If the Setup program does not start automatically, open My Computer and navigate to the drive that the CD is in. Then double-click on the Setup program.
- 3.Follow the directions on the screen.

Check Forms

Uses pre-printed laser check forms. You can produce your own with a program like Versa-Check or have them printed for you. The forms are three checks to a page with no remittance stub. The check layout can be modified with the [Check Layout Editor](#) (on the Edit menu). You can print a sample page of checks that will guide you or your forms vendor in laying out your check forms. Just choose the Sample Check option on the Edit menu.

The Main Application Window

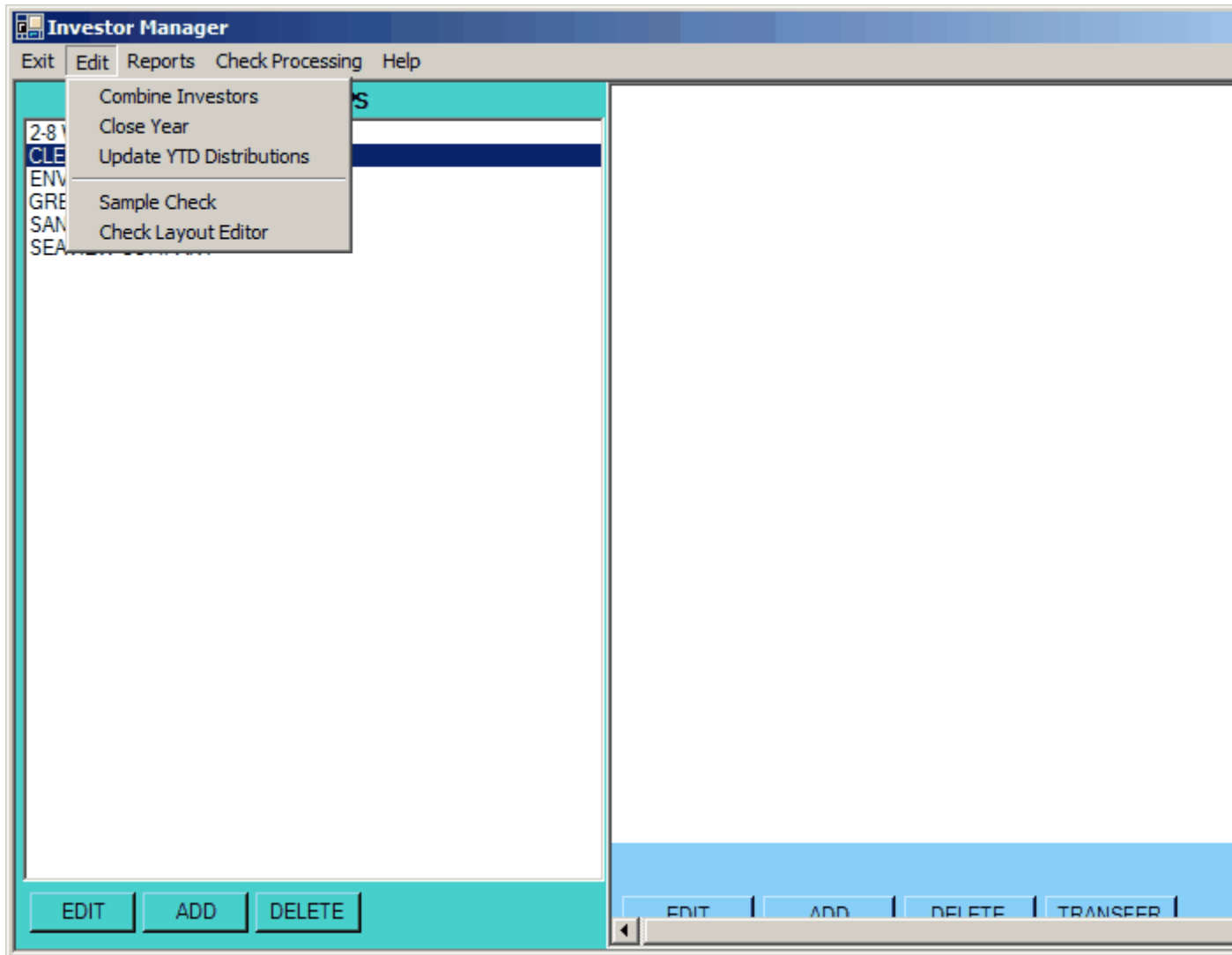


TITLE BAR:Includes the name of the application and icons for minimizing, maximizing and closing the application window.

MENU:All of the functions for the application can be accessed from the menu

PARTNERSHIP LIST:Partnerships.

The Edit Menu



Combine Investors : Multiple instances of the same Investor can be combined.

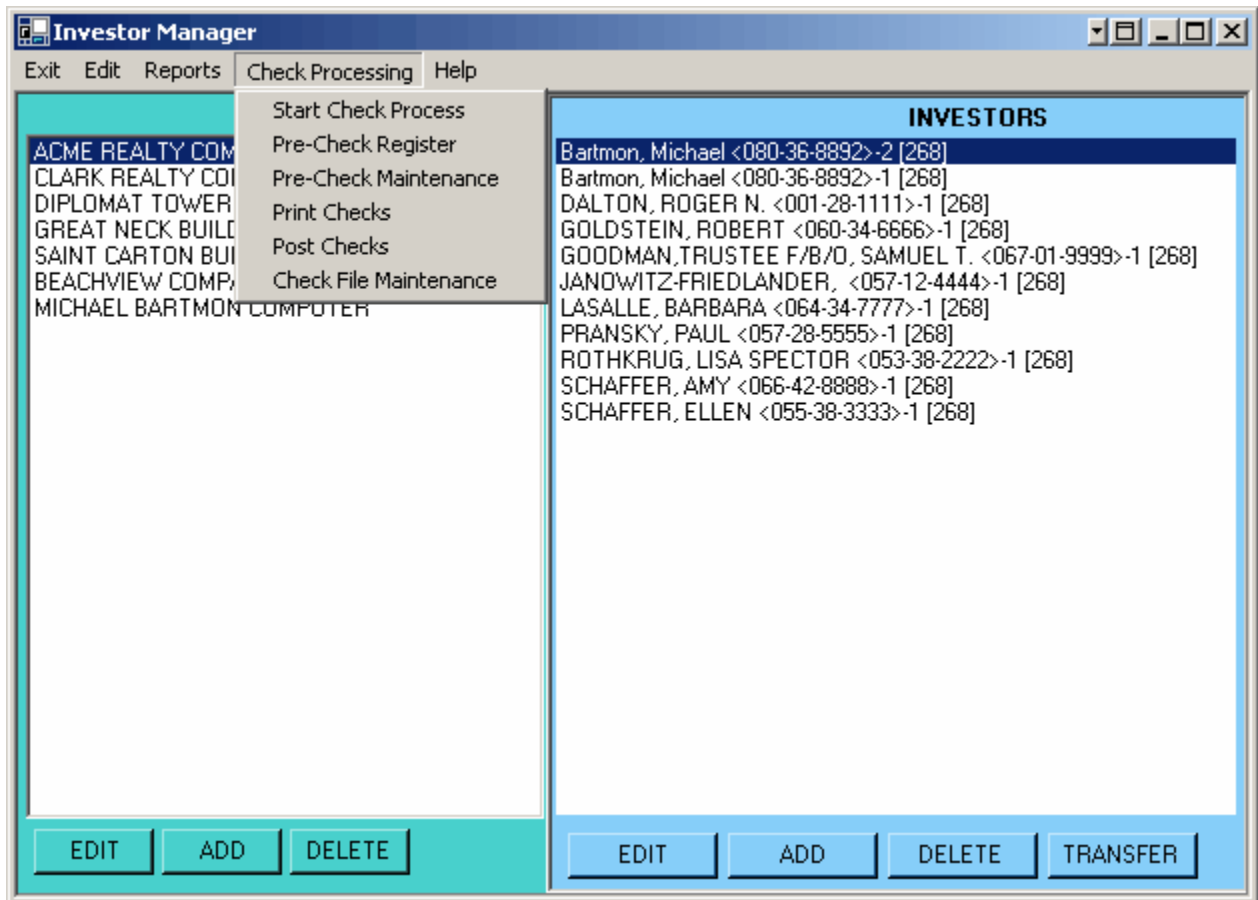
Close Year: Zero the year-to-date distributions and withholding amounts.

Update YTD Distributions: Provides a convenient way to update the year-to-date distributions of multiple Investors.

Sample Check: Prints a non-negotiable check image for use in designing your check stock.

Check Layout Editor : Allows for the modification of the distribution check layout.

The Check Processing Menu



Start Check Process : This initializes a distribution check run.

Pre-Check Register : Prints an edit listing of checks to be printed.

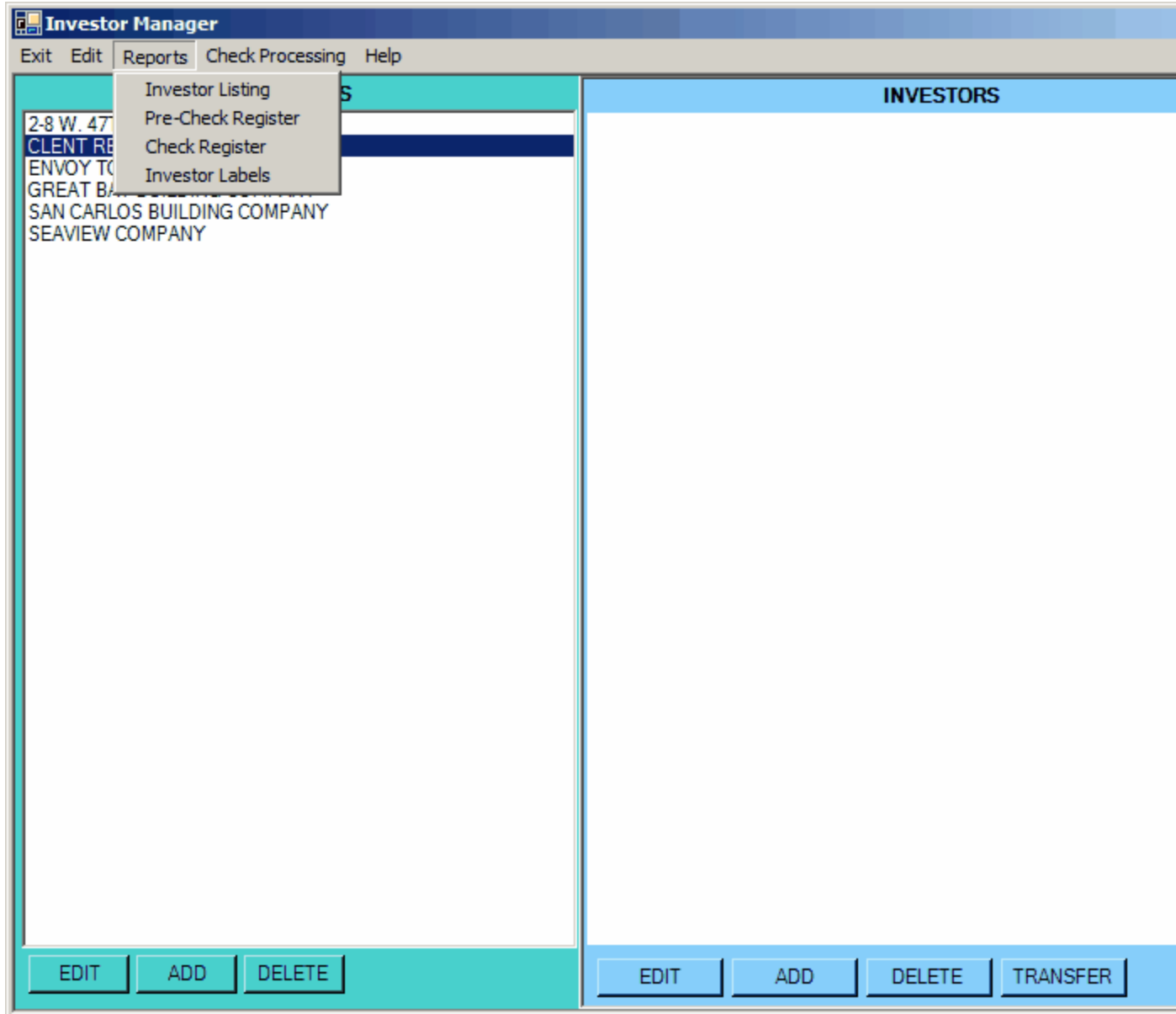
Pre-Check Maintenance : Allows you to add, edit and delete checks prior to printing and posting.

Print Checks : Prints checks on your printer.

Post Checks : Updates Investor accounts and check register.

Check File Maintenance : Allows the editing of posted checks including replacement and voiding.

The Reports Menu



Investor Listing : Display/Print list of Investor names, addresses, in/out dates and distribution amounts.

Pre-Check Register : Edit listing of check data prior to the printing of actual checks.

Check Register : Selective list of all checks issued.

Investor Labels: Selective printing of 3-up address labels.

Working with Partnerships

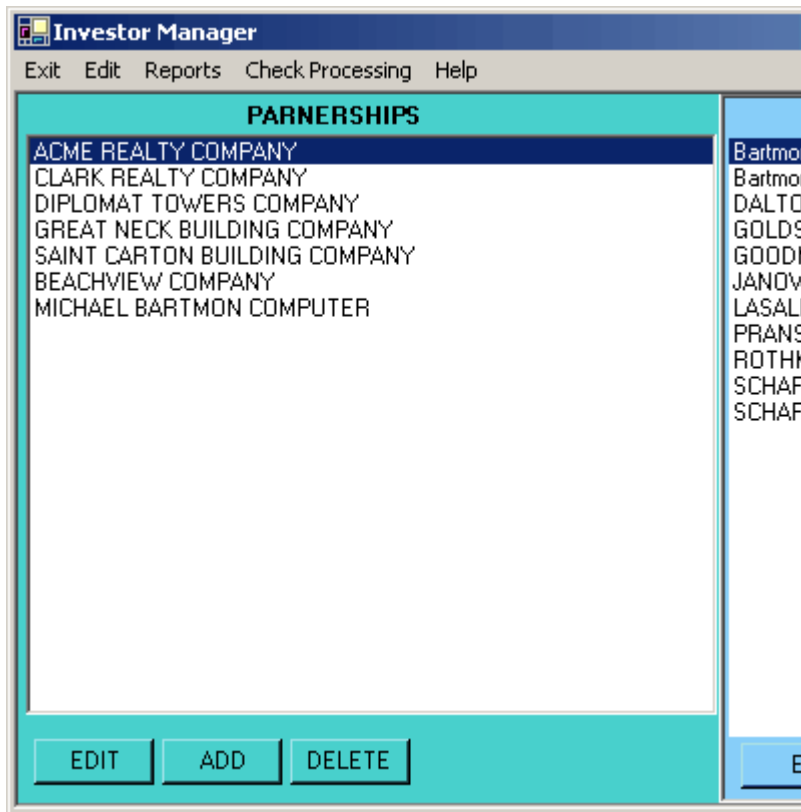
Partnerships form the foundation for everything that is done in the Real Estate Investor Manager:

- Investors belong to Partnerships.
- Funds are distributed on behalf of Partnerships
- Accounting is Partnership based.

It is necessary, therefore, to add a partnership before you can add any investors to it.

While partnerships are all important, the establishment and maintenance of partnerships in the Real Estate Investor Manager is simple and straight-forward.

PARTNERSHIP LIST



Purpose: To ADD new partnerships, EDIT or DELETE existing partnerships, access INVESTORS for a specific partnership.

Access: ADD/EDIT PARTNERSHIPS from the EDIT menu.

EDIT: To EDIT an existing partnership do one of the following:

1. Select the partnership you want to edit with the mouse pointer and press the left mouse button, point to the EDIT button and left click.
2. Double-click on the partnership you want to edit.
3. Point to the partnership you want to edit, press the right mouse button and select EDIT from the drop-down menu.

ADD: To ADD a new partnership do one of the following:

1. Point to the ADD button and left click.

2. Right-click anywhere in the partnership list, right-click and select ADD from the drop-down menu.

DELETE: To DELETE a partnership do one of the following:

1. Select the partnership you want to delete with the mouse pointer and press the left mouse button, point to the DELETE button and left click.
2. Point to the partnership you want to delete, press the right mouse button and select DELETE from the drop-down menu.

INVESTORS: To view all of the investors in a specific partnership simply click on the partnership entry in the Partnership List.

PARTNERSHIP EDIT

The screenshot shows the 'Investor Manager' application window with a 'Partnership <EDIT>' dialog box open. The dialog box contains the following fields and values:

ID	MBC		
Name	Michael Bartmon Computer Service		
Address	62 Belmont Place		
City	Staten Island		
State/Zip	New York	10301	
Contact	Michael Bartmon		
Telephone	718 556-9250	Tax ID	11-12345678
Date Formed	6/ 9/1979	Capitalization	0
Active	<input checked="" type="checkbox"/>		

At the bottom of the dialog box are 'Save' and 'Cancel' buttons.

ID: Each partnership must be assigned a unique identifier. The identifier can be any combination of three letters and numbers.

When adding a new partnership, enter the identifier first, then enter the remainder of the data.

When you are editing an existing partnership, the ID field cannot be changed.

NAME: Up to 50 characters.

ADDRESS: Up to 3 lines of 50 characters each.

CITY: Up to 30 characters.

STATE: You can use the standard 2 character abbreviation or enter the full state name, up to 30 characters.

CONTACT: The name, up to 50 characters, of the person who is the contact for this partnership.

TELEPHONE: Up to 16 characters.

TAX ID: Up to 11 characters.

DATE FORMED: The date the partnership was originated.

CAPITALIZATION: The amount used to fund the partnership.

ACTIVE: Check if the partnership is currently active. If not checked, this partnership will not be able to issue distributions.

SAVE: When you have finished making entries and/or changes, press SAVE to save your work and return to the Partnership List.

CANCEL: If you should want to abandon the changes made to this form, pressing CANCEL will take you directly back to the Partnership List without saving your work.

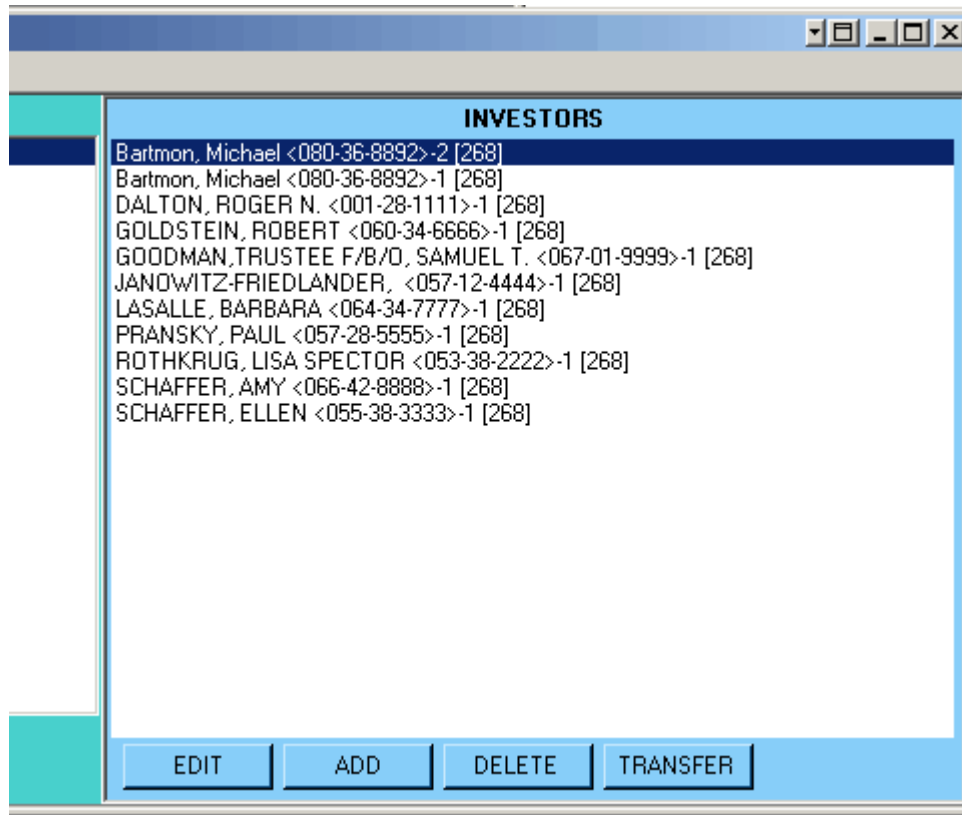
Working with Investors

An investor is an individual, family, trust, group or organization that owns a share in a partnership and receives distributions from that partnership.

The same individual, family, trust, group or organization can own shares in more than one partnership. In that case, each partnership share is treated as a separate investment and therefore as a separate investor. It is necessary to create a different investor for each different partnership share even when the owner is the same.

During the course of a year, an investor can acquire additional shares in a partnership as well as all or part of another investor's shares in a partnership. To accommodate these possibilities The Real Estate Investor Manager allows multiple instances of an investor within a partnership. These multiple instances will be paid and tracked separately until you choose to have the system combine them into a single instance. A [Transfer function](#) is available that allows the allocation of one investor's partnership shares to one or more other investors.

INVESTOR LIST



Purpose:To ADD new investors, EDIT or DELETE existing investors, TRANSFER shares from one investor to other investors.

Access:ADD/EDIT INVESTORS from the EDIT menu.

EDIT:To EDIT an existing investor do one of the following:

1. Select the investor you want to edit with the mouse pointer and press the left mouse button, point to the EDIT button and left click.

2. Double-click on the investor you want to edit.

1. Point to the investor you want to edit, press the right mouse button and select EDIT from the drop-down menu.

ADD:To ADD new investors do one of the following:

1. Point to the ADD button and left click.

2. Right-click anywhere in the investor list, right-click and select ADD from the drop-down menu.

DELETE:To DELETE an investor do one of the following:

- 1..Select the investor you want to delete with the mouse pointer and press the left mouse button, point to the DELETE button and left click.
2. Point to the investor you want to delete, press the right mouse button and select DELETE from the drop-down menu.

TRANSFER:To TRANSFER shares from one investor to other investors do one of the following:

1. Select the investor from which you want to transfer shares with the mouse pointer, point to the TRANSFER button and left click.
2. Point to the investor from which you want to shares, press the right mouse button and select TRANSFER from the drop-down menu.

INVESTOR EDIT

The screenshot shows a software window titled "Investor <ADD>". The form contains the following fields and values:

- Partnership: ENVOY TOWERS COMPANY (dropdown)
- SS#/FED#: 111-00-1234
- Type: S (dropdown)
- Instance: 1
- Payee: Michael Bartmon
- Mail To Information: Use Mail-to Address
- City: Staten Island
- State/Zip: NY 10301
- Telephone: 718 928-3127
- Dist This Year: 750
- Partner % P&L: 1.56
- Regular Dist: 250
- DateIn: 10/ 1/2003 (dropdown)
- DateOut: 10/20/2003 (dropdown)
- Withholding / YTD: 50.00 / 150.00
- Active:

Buttons for "SAVE" and "EXIT" are located at the bottom right of the form.

PARTNERSHIP:The partnership to which this investor belongs. This is a drop-down list from which you can select any available partnership for a new investor. It is non-editable for existing investors.

SS#/DEF#:The Tax Identification Number (TIN) for this investor. 11 characters.

TYPE:Tax Identification Number type: S=Social Security, F=Federal TIN

INSTANCE:Identifies investors with multiple instances. This is a non-editable field. If you add a new investor with the same SS#/FED# as an existing investor in the partnership you will be asked if you want to create a new instance. Answering yes will cause the next available instance number to be assigned to the new investor.

PAYEE: An 85 character field. This will appear in the payee area on the distribution check. When you add a new investor, this field will be automatically filled-in with the first and last name information. You may then edit it to contain what ever you need.

FIRSTNAME:Up to 30 characters

LASTNAME:Up to 30 characters.

ADDRESS:There are 5 lines of 30 characters each to use as address or name continuation.

CITY:Up to 30 characters.

STATE:2 characters.

ZIP:Up to 10 characters.

TELEPHONE:Up to 16 characters.

MOBILEPHONE:Up to 16 characters.

DATEIN:This is the date that this investor became active. A check in the box allows the date to be entered.

DATEOUT:This is the date that this investor became in-active. If the box is not checked the DATEOUT is not used.

ACTIVE:This box must be checked in order for this investor to receive distributions. If is not checked an asterisk (*) will appear to the right of this investor in the INVESTOR LISTING.

DIST THIS YEAR:The total amount paid out to this investor for the current year. While this field can be edited, it should be left alone and the system should be allowed to update it automatically.

PARTNER % P&L:The percentage share that this investor has in the partnership. This field is for information only. It is not used when calculating distribution amounts.

REGULAR DIST:The base distribution for this investor. This amount is used to calculate distribution pay-outs.

WITHHOLDING/YTD: Should the taxing jurisdiction require a withholding deduction, a fixed dollar amount can be entered in the first box. This amount will be deducted from the distribution amount on the check. The second box will show the total of all withholding amounts taken during the year.

NAMES

It is important to understand how The Real Estate Investor Manager handles names.

On checks and reports the FirstName is always shown in front of the LastName. The order of printing on reports is always by LastName. This is not a problem when the investor is an individual.

But what if the investor is a family, trust or organization?

In that case you should leave the FirstName blank and start the name of the investor in the LastName field. If the name is longer than 30 characters you can continue it in the Address fields.

MAIL-TO INFORMATION

By checking the Use Mail-to Address box you will enable the MAIL-TO name and address fields. Each of these fields corresponds to the main name and address fields to their left. If you have entered a Mail-To address and then un-check the USE MAIL-TO ADDRESS box, the name and address information will not be used even though it will remain on file.

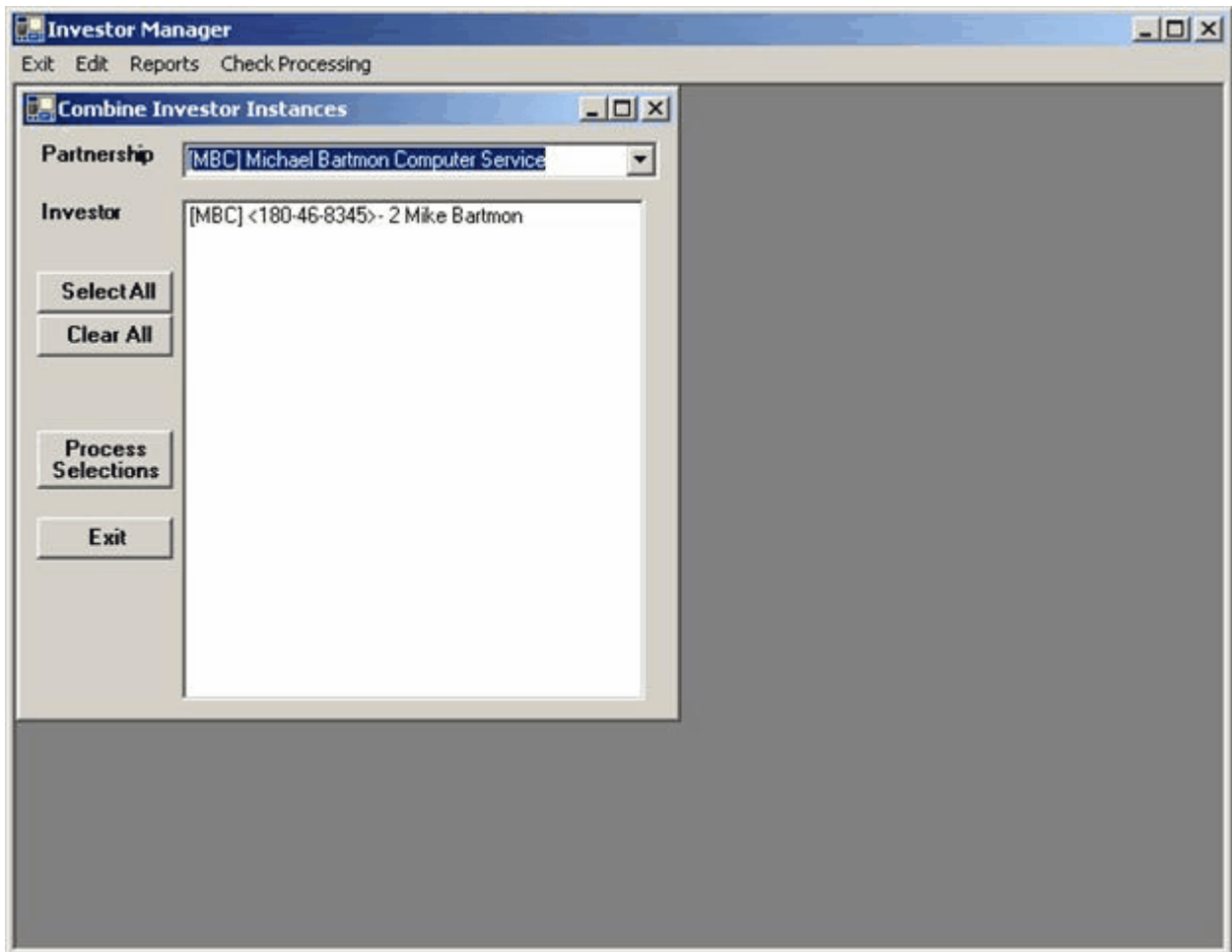
As you add new investors, the PERCENT and DISTRIBUTION amounts will be automatically calculated and allocated evenly between all investors. The DATE IN will be automatically set to be the same as the DATE OUT that you set for the original investor. All of these items can be manually edited. The only restriction is that the total of new PERCENTS and new DISTRIBUTIONS must equal the original figures.

An original investor's share must be TOTALLY allocated to new investors. If the original investor will retain any portion of his original share, then you must add a new instance of that investor by pressing the ADD INVESTOR button and then selecting that new instance in the investor list.

If you have manually adjusted the PERCENT and/or DISTRIBUTION amounts and wish to restore the computer generated allocations, you can press the RECALC button at anytime before saving the transfer.

When you save the transfer, the original investor will be in-activated with the DATE OUT from the form and the new investors will have the assigned PERCENT and DISTRIBUTION added to their records.

COMBINE INVESTOR INSTANCES



Purpose:To combine multiple instances of one or more investors into single instances.

Access:From the EDIT menu, COMBINE INVESTORS.

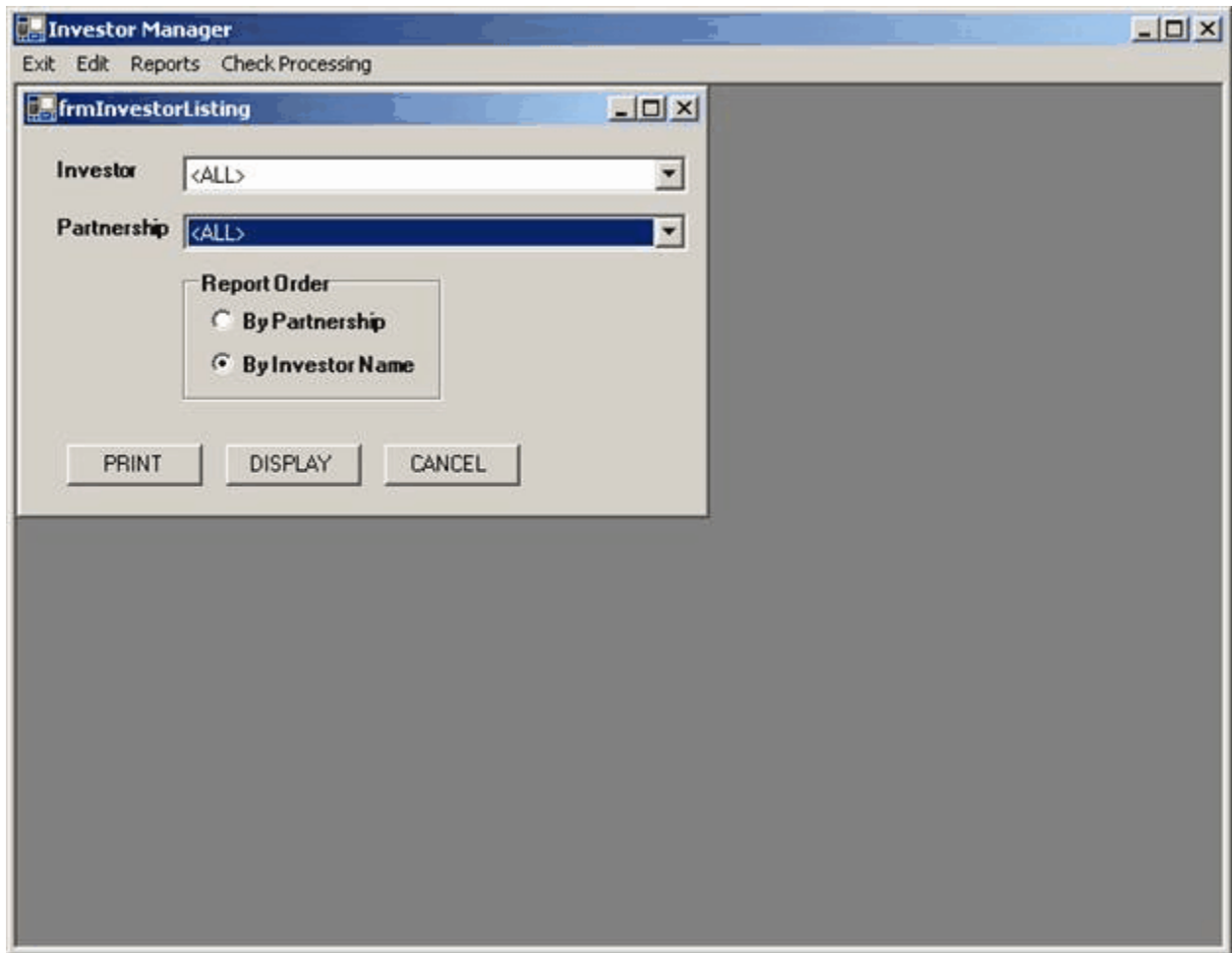
Layout:PARTNERSHIP drop-down list at the top, INVESTOR list beneath the PARTNERSHIP list. INVESTOR list shows only investors with multiple instances within the partnership selected from the PARTNERSHIP drop-down list.

Usage:Select the partnership you want to work with from the PARTNERSHIP drop-down list. All multiple instance investors in that partnership will be displayed in the INVESTOR list.

You can select individual investors using the mouse or press the SELECT ALL button at the left side of the INVESTOR list. The CLEAR ALL button will unselect all investors.

When you are ready to combine, press the PROCESS SELECTIONS button.

INVESTOR LISTING



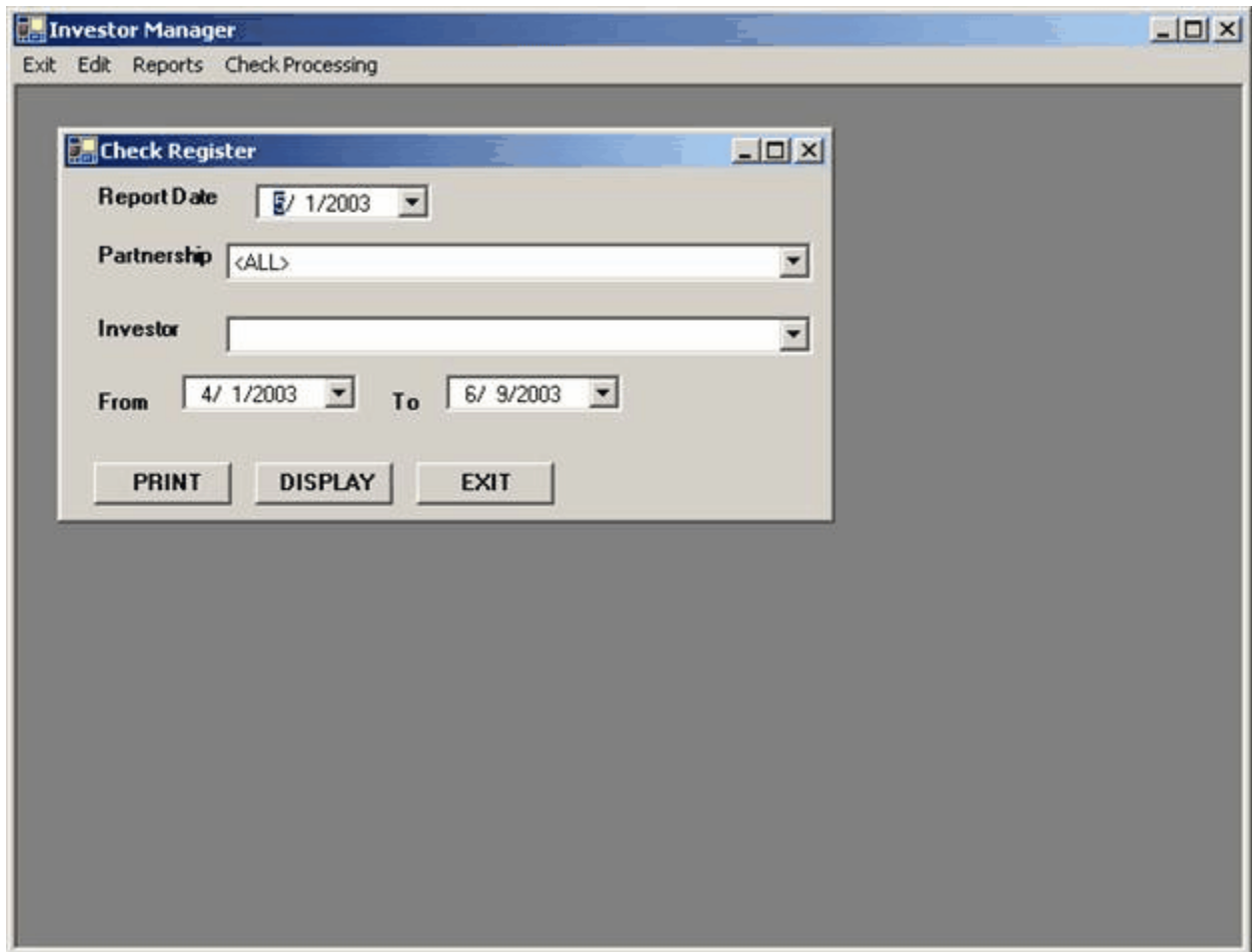
This will display/print an alphabetical listing of investors.

You can choose ALL Partnerships or a specific Partnership.

You can choose to group the listing by Partnerships (for ALL partnerships) or strictly by Investor name.

This report will show the total amounts distributed and withheld for each investor and each partnership.

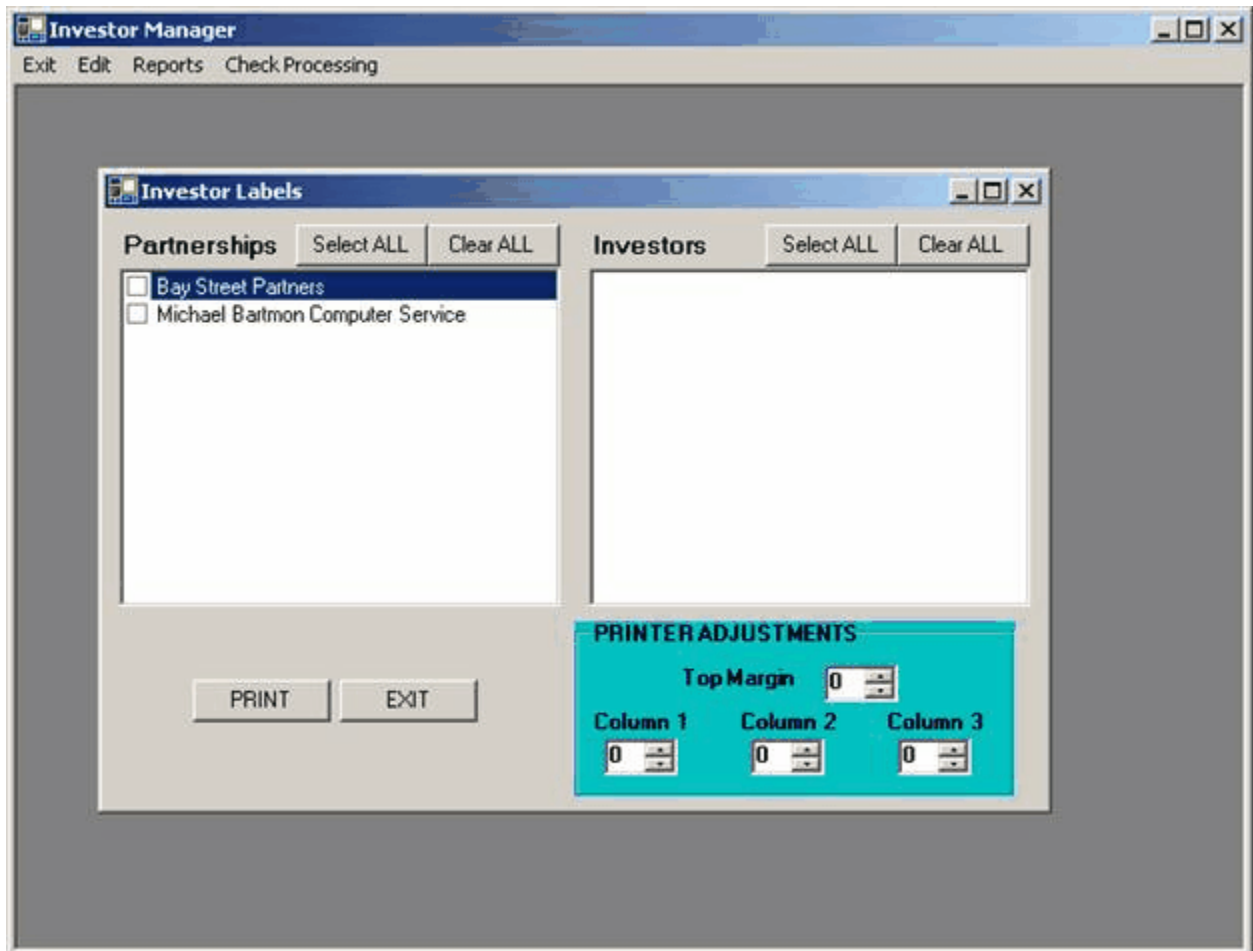
CHECK REGISTER



This will display/print checks that have been distributed to the Investors.

You can set the FROM and TO dates to choose the group of checks that you want to show.

INVESTOR LABELS



This allows you to print 3-up mailing labels for investors.

The left panel allows for the selection of partnerships. Select ALL will mark all partnerships for printing and Clear ALL will unselect all partnerships.

You can also select partnerships by clicking on the selection box to the right of a partnership.

Once you have made your partnership selection, the investors in the selected partnerships will be displayed in the right panel.

The initial state of the listed investors is Un-selected. You must either press the Select ALL button or select individual investors by clicking on the selection box to the right of an investor.

You can un-select investors by clicking on the checked selection box to the right of an investor or by pressing the Clear ALL to un-select all investors.

The PRINTER ADJUSTMENTS box allows you to fine tune the positioning of printed labels. If you find that labels are not lining up correctly, you can change the positions as follows:

- 1 To move all labels up or down use the Top Margin setting. Increasing the value will move the labels down and decreasing the value will move the labels up
- 2 To move a column right or left use the Column setting for the column you want to move. Increasing the value move the column to the right and decreasing the value moves the column to the left.

The Printer Adjustment settings will be saved and used each time you print labels.

Check Processing

This is what the program is all about: printing and accounting for distribution checks.

The process has four steps:

1. [Start Check Process](#)
2. [Print Pre-Check Register](#)
3. [Print Checks](#)
4. [Post Checks](#)

It is possible to go through the first 3 steps and start over again at step 1. Once you Post Checks however, the investor records are changed to reflect the pay out and that particular check process is complete and irreversible.

When you Start Check Processing, you can choose to pay based on a total dollar payout (investor pay-outs will be calculated on their Partner Percentage) or by a multiple of the Regular Distribution amount in each investor's record.

START CHECK PROCESS

Purpose:Entry of parameters for a new check run.

Access:CHECK PROCESSING menu, START CHECK PROCESS

Check Date:The date that will be printed on the checks.

Period Covered:A free form message about the period covered.

Optional Message:Appears in the check memo.

Starting Check #:Last used check number + 1. You can set it to any value you like.

Partnership:Select the partnership for which you want to print checks.

Investor:You may print checks for all active investors in a partnership or for any one investor.

Based on:Regular Distribution - Will multiply the Regular Dist amount from each investor's record by the Multiple of Standard Distribution entered (see screen above).

Partner Percent - Will divide the Amount to be Distributed among all of the active investors based on their Partner Percent (see screen below).

Investor Checks

CHECK DATE: 8/ 1/2003

PERIOD COVERED: [Empty]

OPTIONAL MESSAGE: [Empty]

STARTING CHECK #: 437

PARTNERSHIP: Michael Bartmon Computer

INVESTOR: <ALL>

Based on Partner Percent
 Based on Regular Distribution

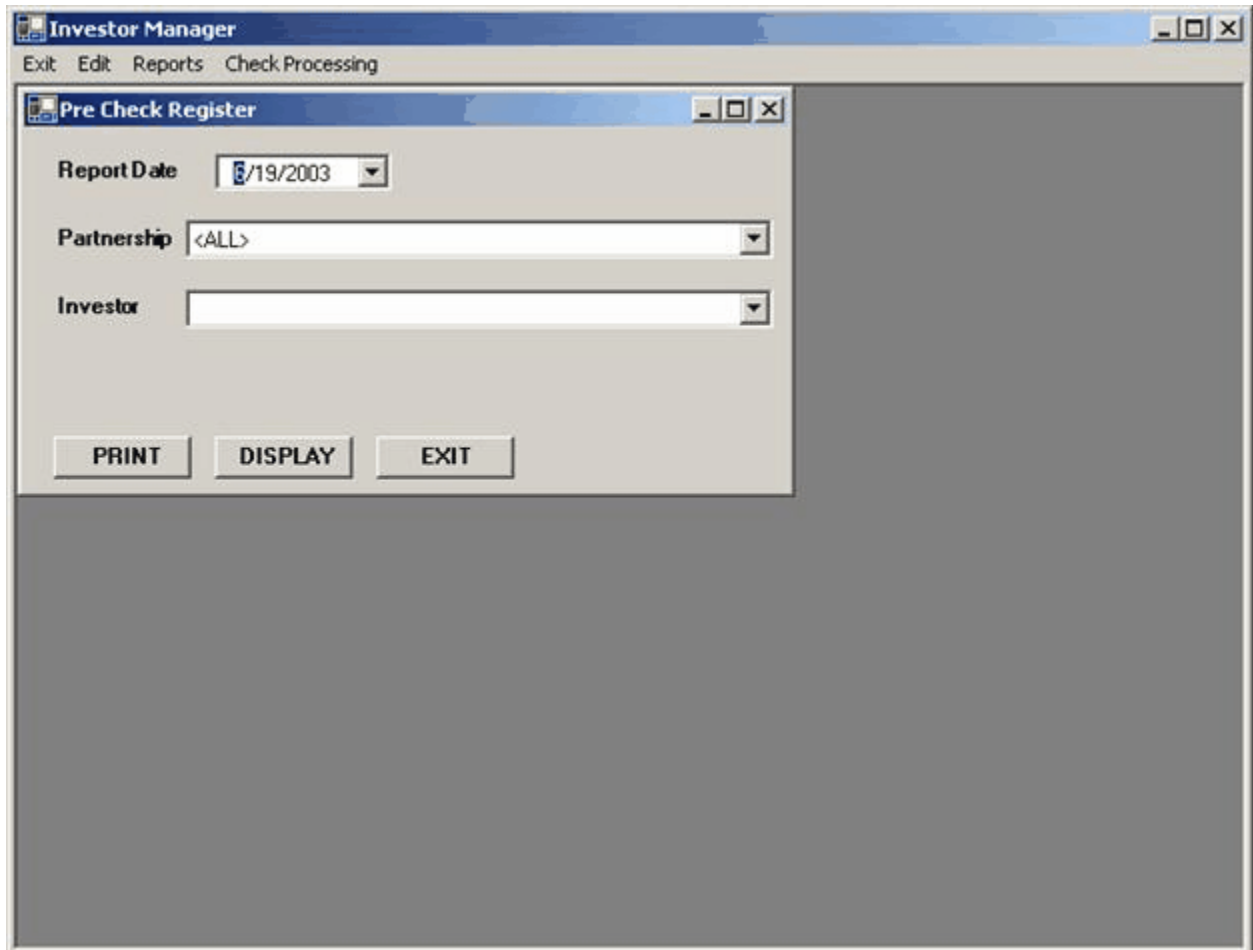
AMOUNT TO BE DISTRIBUTED: 0

PROCESS CANCEL

Multiple of Standard Distribution: The multiple of each investors REGULAR DISTRIBUTION amount to pay out.

Amount to Be Distributed: The total dollar pay-out for the current check run.

PRE-CHECK REGISTER



The screenshot shows a software window titled "Investor Manager" with a menu bar containing "Exit", "Edit", "Reports", and "Check Processing". A sub-window titled "Pre Check Register" is open, featuring three dropdown menus: "Report Date" (set to 6/19/2003), "Partnership" (set to <ALL>), and "Investor" (empty). Below these fields are three buttons: "PRINT", "DISPLAY", and "EXIT".

Purpose:To display or print an edit list of checks that will be printed.

Access:CHECK PROCESSING menu, PRE-CHECK Register.

Report Date:Date that will be printed on the report. Does not affect which checks will be displayed/printed.

Partnership:You can choose to display/print ALL partnerships (each partnership will have its own totals) or a selected partnership.

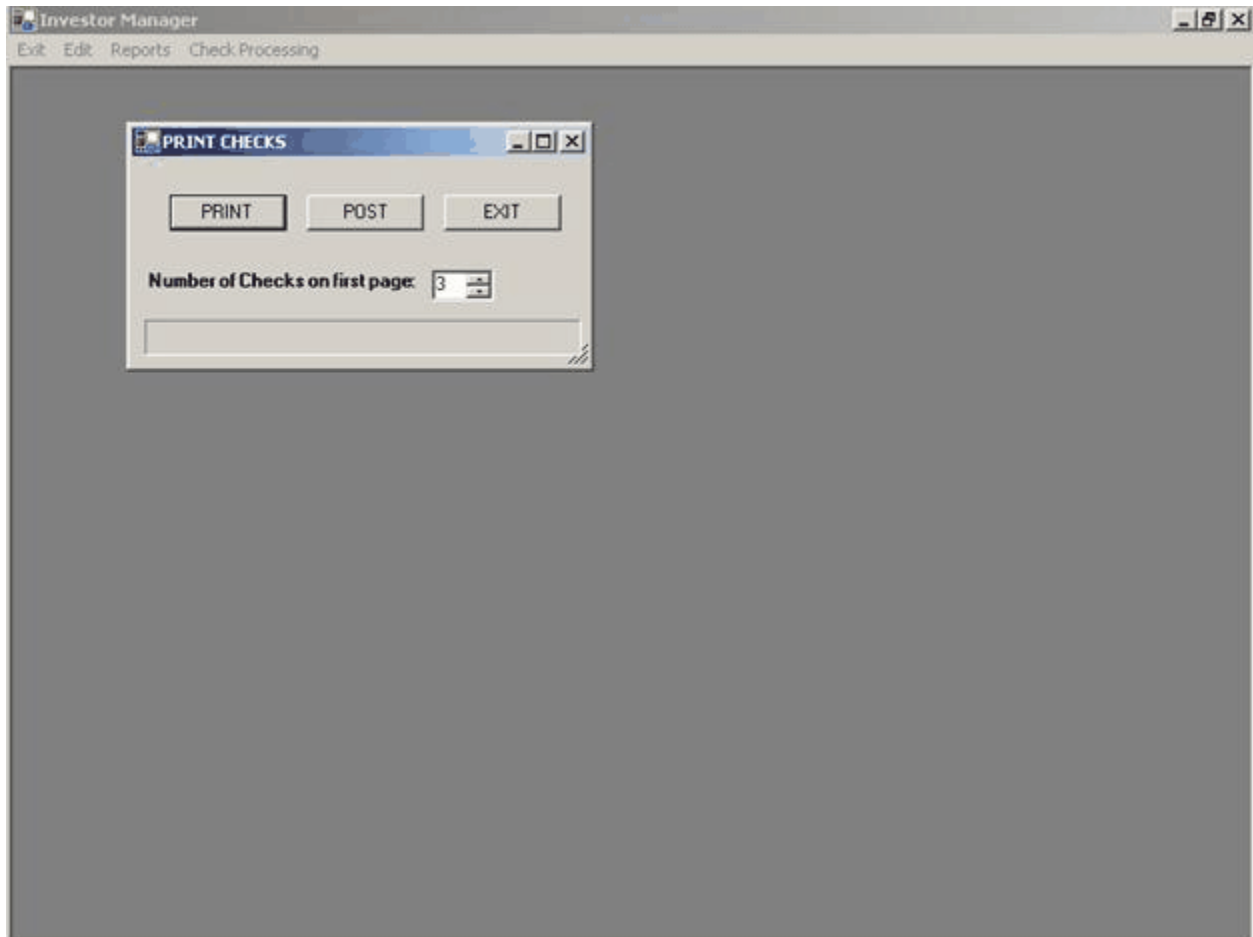
Investor:If you choose to display/print a selected partnership you then have the option of displaying/printing ALL investors in the partnership or a selected investor.

PRE-CHECK MAINTENANCE

Allows you to add, edit or delete any item in the Pre-Check register prior to printing and posting.

Works the same as [Check Maintenance](#).

PRINT CHECKS



Purpose:To print the distribution checks.

Access:CHECK PROCESSING menu, PRINT CHECKS.

Usage:Place the check forms in your printer making sure that the first check number in the printer matches the first check number on the Pre-Check Register. If it does not you will need to run the START CHECK PROCESS again and enter the correct starting check number.

Note how many checks are on the first form placed in the printer and set the “Number of Checks on first page” to the correct value.

When you are ready to begin printing, press the PRINT button. Should anything go wrong with the check printing, you can reprint checks by re-starting the Check Process and enter the new starting check number.

When check printing is completed and you are satisfied with the results, you can press the POST button to cause the investor records to be updated (see next section for details). You can also simply EXIT this form and do the posting at a later time (see next section).

POST CHECKS

CHK#	11	7/2/2003	AMT:	250.00
CHK#	12	7/2/2003	AMT:	175.00
CHK#	13	7/2/2003	AMT:	350.00

Purpose:To update the investor records with the current checks.

Access:CHECK PROCESSING menu, POST CHECKS or the POST button on the PRINT CHECKS form.

Usage:Select the Partnership you want to post or <ALL> partnerships. If you select a single partnership, you can also select a single Investor.

Set the FROM and TO dates to the check run(s) you want to post and press the POST button.

As checks are posted the information for them will be displayed in the large white area of the form. Any problems will also be indicated.

CHECK LAYOUT EDITOR

Purpose: Allows the printed check layout to be modified.

Access: EDIT menu, CHECK LAYOUT EDITOR

Usage: A word of warning: what ever changes are made (and saved) in this editor will affect every check printed. So be sure that you know what you are doing before using this editor. However, you can always revert to the default settings if you need to.

The seven check areas represented on the check layout are:

FOR- This is where the name of the Partnership the distribution is coming from is printed.

DATE The check date.

PAYEE The name of the payee.

AMOUNT The numeric amount of the check (i.e. \$500.00)

ALPHA AMOUNT The check amount in words (i.e. Five Hundred and 00 dollars)

NAME & ADDRESS The name and address of the investor.

MEMO The usual memo area at the bottom of most checks.

The default locations for each of these areas is where they would be expected to appear on most checks. It is unlikely that the order in which they appear would differ from check type to check type. The EXACT locations MAY differ.

The best way to begin the check layout editing process is to print a sample sheet of checks by clicking on the PRINT SAMPLE CHECK button. You can print on actual check stock or on plain paper (which you then can place on top of an actual sheet of checks for verification).

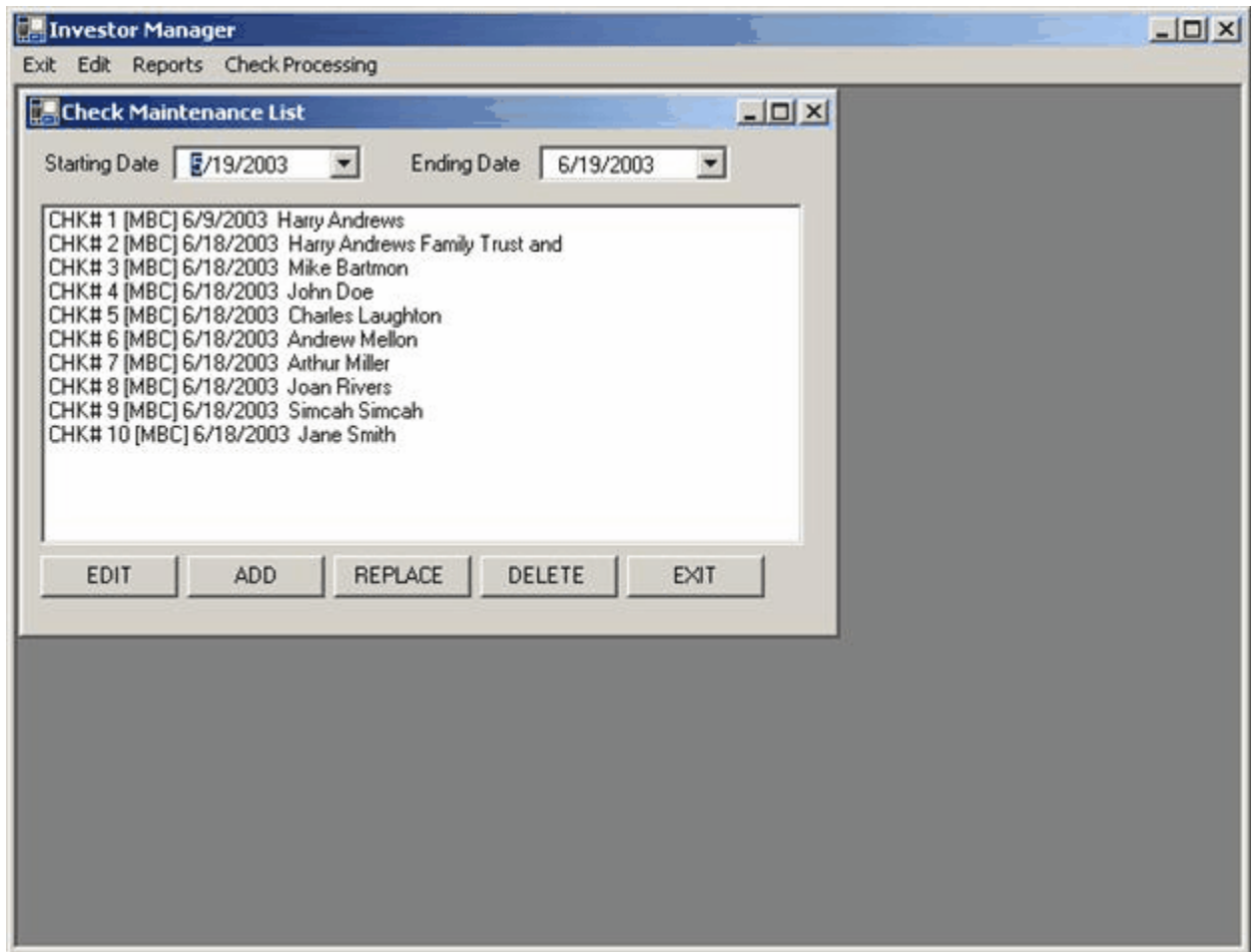
If you find that the location of any of the seven areas is not to your satisfaction you may change its position as follows:

1. Move the mouse pointer over the area you wish to move (do not press any mouse buttons).
2. Using the arrow keys on the keyboard, move the area in any direction that you need to. Notice that the location box at the bottom of the layout window shows you the name and location of the area. The first number represents the horizontal position and the second number represents the vertical position. The exact amount that is represented by each increment of these numbers depends on the printer you are using. In general you can assume 1 character space for each 10 horizontal increments and 1 line space for each 20 vertical increments.
3. Alternatively, you can drag and drop an area by moving the mouse pointer over an area, pressing and holding the left mouse button, moving the mouse and letting go of the button. The location box will indicate the position of the top, left corner of the area.
4. Print a sample check (remember to save your changes before printing. You will be prompted to do so).
5. If necessary, go back to step 1. This is, by nature, a trial and error process.

Should you need to reset the locations of all of the areas, click on the DEFAULT button at the bottom of the window. This will reset all of the areas to their original locations. Each area can be individually reset to its default location by RIGHT clicking on the area and selecting the DEFAULT option in the pop-up menu.

REMEMBER to save any final changes that you make.

CHECK MAINTENANCE



Purpose: To allow checks to be edited, added, replaced, voided or deleted.

Access: CHECK PROCESSING menu, CHECK MAINTENANCE.

Usage: The Starting and Ending Dates will always default to the last 30 days. You can change them to the dates that you desire.

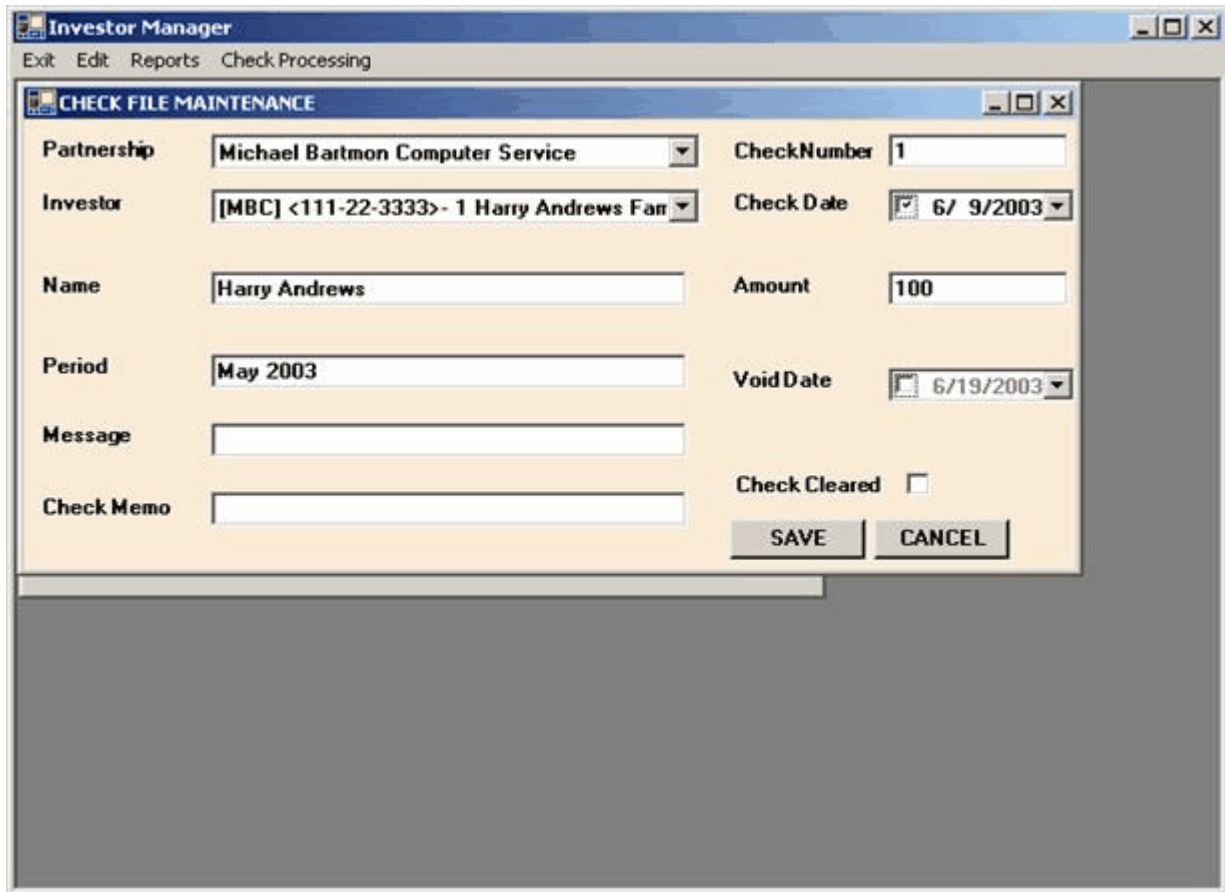
All of the checks for the chosen period will be displayed in the list area

To work with a check, select it and press one of the buttons on the bottom of the form. You can also right click on a check and select the same functions from the menu that drops down.

DELETE A CHECK

Select the check that you want to delete then press the DELETE button or right-click the check you want to delete and select DELETE from the drop-down menu

ADD/EDIT/VOID A CHECK



The screenshot shows a software window titled "Investor Manager" with a menu bar containing "Exit", "Edit", "Reports", and "Check Processing". A dialog box titled "CHECK FILE MAINTENANCE" is open, containing the following fields and controls:

Partnership	Michael Bartmon Computer Service	CheckNumber	1
Investor	[MBC] <111-22-3333>- 1 Harry Andrews Fan	Check Date	<input checked="" type="checkbox"/> 6/ 9/2003
Name	Harry Andrews	Amount	100
Period	May 2003	Void Date	<input checked="" type="checkbox"/> 6/19/2003
Message		Check Cleared	<input type="checkbox"/>
Check Memo			

At the bottom right of the dialog box are two buttons: "SAVE" and "CANCEL".

You can change any of the information on this form.

To **void a check** simply check the box next to the Void Date and set the date as required.

ADD A CHECK

The same form as EDIT A CHECK will be displayed but with no information filled-in. You simply fill-in the correct information and press the SAVE button.

REPLACE A CHECK

Select a check from the list and press the REPLACE button or right-click a check and select REPLACE from the drop-down menu.

The following form will be displayed:

The screenshot shows a window titled "Investor Manager" with a menu bar containing "Exit", "Edit", "Reports", and "Check Processing". Inside the window is a dialog box titled "CHECK FILE MAINTENANCE". The dialog box contains the following fields and controls:

- Partnership:** A dropdown menu with the selected value "Michael Bartmon Computer Service".
- Investor:** A dropdown menu with the selected value "[MBC] <111-22-3333>- 1 Harry Andrews Far".
- Name:** A text input field containing "Harry Andrews".
- Period:** A text input field containing "May 2003".
- Message:** An empty text input field.
- Check Memo:** An empty text input field.
- CheckNumber:** A text input field containing "12".
- Check Date:** A date picker field showing "6/19/2003".
- Amount:** A text input field containing "100".
- Void Date:** A date picker field showing "6/19/2003".
- Replacing Chk:** A text input field containing "1".
- Check Cleared:** A checkbox that is currently unchecked.
- Buttons:** "SAVE" and "CANCEL" buttons are located at the bottom right of the dialog box.

The information from the original check will be filled-in along with the next available Check Number and the original check number appearing in the Replacing Chk field. You will be asked if you want Investor Manager to print the replacement check. If you answer YES then the replacement check will be placed in the Pre-Check register and printed along with any other items waiting for printing. You would answer NO if you have already typed or written the check or plan to do so off-line.

You are free to change any of the information before pressing the SAVE button.

You will then be asked if you want to VOID the original check. Answering Yes will set the VOID DATE on the original check to the current date.

RELEASE NOTES

Version 1.5 (October 24, 2003)

1. Check Layout Editor: Now you can customize the layout of your checks.
2. Payee Field: A new field to allow for long payee names that is not restricted to the investor name.
3. Withholding: Allows for withholding taxes.

Version 1.4 (September 12, 2003)

1. Check Posting: Posting list is now sorted by check number.
2. Start Check Processing: Was not processing single checks.
3. Check Printing: DBnull error was occurring under certain circumstances.
4. Investor Listing: Was not listing single investors.
5. Investor Labels: Partnership ID moved to first line of label.