



## Owner Functionality

Title: Auto-Post Owner Charges

Path: Owner Management → Owner Posting Tools → Auto-Post Owner Charges

Purpose: This utility is frequently considered both the most useful and the most powerful for Owner accounting. It can be used in two different ways:

1. **Batch Posting an Amount** – When used in this manner, the User is addressing all Owner Contracts that were valid within the selected date range. Two exclusions can be made: units that were Out-of-Inventory throughout the period and/or Contracts that do not carry a selected Owner Charge Code on their Fees and Disbursements tab. By answering (N)o to the prompt “Sum the Owner postings and charge a %”, the User will post a fixed amount to those Contracts that meet the selection criteria.
2. **Batch Posting an Amount Derived from Existing Postings** – This method enables Users to select specific transaction codes from an Owner’s Contract folio, sum them and create a new posting as a percentage of the total. Qualifying Contracts are identified in the same manner as above. Apart from being used to manufacture regular postings (e.g. a fee that is x% of net income), this is also the tool that is used by properties that do not post their House Commission nightly. This is most commonly the result of a rental contract in which Commission is based on Income netted with other transactions, possibly not posted until the end of the period.

Best Practice: When using this utility as an end-of-period alternative to real-time nightly House Commission postings, it is important to keep in mind that the results will be a single COMMIS transaction for the period rather than nightly amounts which would be linked to their Reservation source.

Note: there are two additional, though obscure, posting controls available:

- For properties that employ the Assessment % feature, the actual amount to post to a given Contract folio can be optionally determined by that Contracts Assessment % (found on the Fees and Disbursements tab) of the total batch value. This is really sketchy and is not recommended.
- The amount being posted to a given Contract may be optionally reduced by an Owner Exclusion Amount (found on the Fees and Disbursements tab). This feature is most frequently used to meet a rental contract condition that excludes the first X amount of a given type of charge (e.g. the first \$50 of a certain expense is waived.)

Additionally, when calculating a posting, Users can indicate whether or not a zero result is a valid posting entry. Negative results can also be permitted (or not) as an “adjusting entry”.