

## Owner Functionality

Title: Auto-Post Recurring Charges

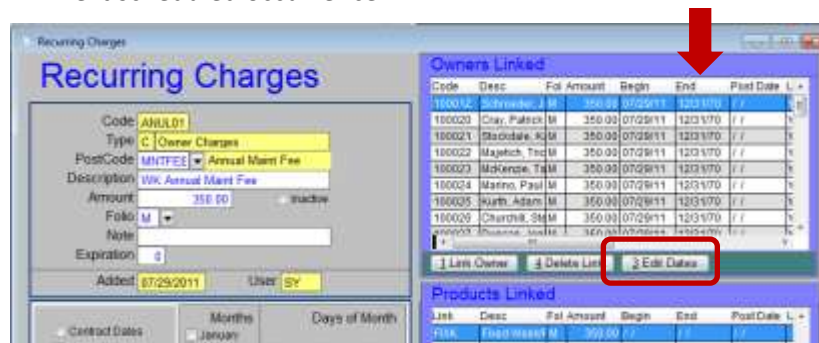
Path: Owner Management → Owner Posting Tools → Auto-Post Recurring Charges

Purpose: This utility is used by almost all Owner properties to schedule and post repeating charges, regardless of the periodicity. Once the transaction details are established, they are linked to the Owner Products from which Contracts will be generated. Recurring Charges can also be selectively added directly to Contracts either from the Recurring tab on the Contract or from the Recurring Charges management screen. Once they are linked, the posting process is launched from the Auto-Post Recurring Charges screen using the Pos(T) function. When posting, Users will have an opportunity to first print a listing of the projected transactions while the screen will display the total number of accounts receiving postings and the total value of the batch run.

Because each charge is scheduled and then tracked when it posts, the system automatically eliminates the potential for duplicates. It is also aware, relative to the schedule, of what needs to post and, if late, what has not. Therefore, when the utility is run, it will process all scheduled charges that have not yet been posted. For those properties that enable back-dating for Owner Fulfillment, this feature also eliminates the need to physically run the process at inconvenient times as the transactions will post with their scheduled date.

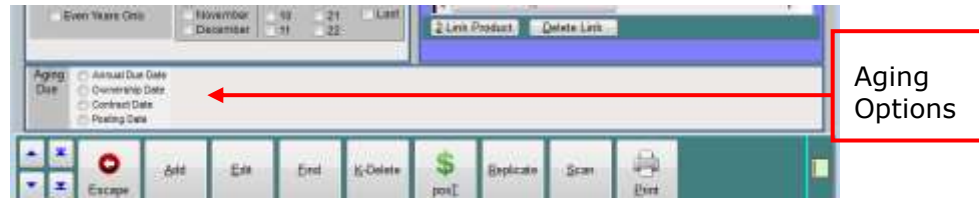
Best Practice: Several things are worth taking note of –

- Once a recurring charge has posted, the link cannot be deleted. Should you wish to stop future postings, you would need to edit the End Date to one that is prior to the next scheduled occurrence.



- When (P)rinting from within the Posting function, the report that is produced has a single, simple header so that, when saved as a file, it can be easily opened in *Excel* and re-sorted as you wish.

- Aging controls are very flexible but may require some explanation. There are four options for calculating them as described below



**Annual Due Date**

A specific date is entered for aging to commence. The system will ignore the year and take into account only the month and day. An example would be an annual charge posted on November 1<sup>st</sup> with aging for all Owners to begin January 1<sup>st</sup>. Only one posting month and day can be scheduled with this method.



**Ownership Date**

Users can specify aging to begin X number of days either before or after the first annual date of “Ownership” on a Contract. In the event of multiple pieces of inventory on a single Contract, the earliest Ownership date will be used. An example would be an annual charge posted on November 1<sup>st</sup> for weekly interval Owners. If the “number of days before” modifier were set to “30”, then the charge would begin to age 30 days prior to each Owner’s usage entitlement period. A Contract for the week of April 1<sup>st</sup> would begin aging on March 2<sup>nd</sup>. Only one posting month and day can be scheduled with this method.



### Contract Date

This option performs exactly as the Ownership Date with the exception that it is using the Closing Date on a Contract. Again, only one posting month and one posting day can be scheduled with this aging method.



### Posting Date

This method is based on the actual posting date whether that is today or the scheduled date. Users can further modify the calculation by specifying aging to begin X number of days after the posting. Multiple posting months and dates can be scheduled using this method.

