



Owner Functionality

Title: Distribute Interest

Path: *Owner Management → Owner Posting Tools → DisTribute Interest*

Purpose: This utility is used to distribute a flat dollar amount between a set of Owners based on their having a credit balance within a date range. The distribution is calculated as the ratio of each Owner's balance to the total credit balances.

- Begin by entering the beginning and ending dates of the period
- Select one or more multi-properties, if so enabled (or <blank> for all)
- Enter the total amount to be distributed
- Identify the sub-folio from which to calculate each balance
- Opt to view a projected (L)ist of postings or to (P)ost the transactions
- When (P)osting, enter the Transaction Code
- When (P)osting, identify the sub-folio to receive the transaction
- Select the posting date, if the property is so configured

Best Practice: Note the following:

- This utility is most frequently used to distribute interest payments to Owners on a credit balance maintained in an (E)scrow folio when the amount to distribute is provided from an external source (e.g. a bank statement.) Escrow balances are commonly managed to fund FF&E replacement purchases. Less frequently, some properties apply this to (M)aintenance folio balances.
- When (P)osting, a report of the results is automatically generated. The report includes the ratio calculated for each Owner Contract receiving a distribution.