



Owner Functionality

Title: Post Owner Transactions

Path: *Owner Management → Owner Posting Tools → Post Owner Transactions*

Purpose: This is the best and fastest posting utility to use when dealing with a series of charges that have something in common. There are two options:

- **Post Several Charges to a Contract**
After establishing the Unit number, it is retained on the posting form to speed entry of additional transactions.
- **Post a Charge to Several Contracts**
Upon selecting the transaction code and entering the appropriate posting details, the User is prompted for a Unit number. After pressing <Enter> to post the transaction the User is again prompted for another Unit number. All of the details from the first transaction are retained on the posting form to speed entry though all are editable to accommodate slight variations.

Best Practice: Note that one of the fields within the posting form is labeled “Type” and accepts a 2-character code. Under most circumstances, this field would be left blank when creating postings. Structurally, this is understood as the “automated transaction type” and is normally out of sight to the User. Owner transactions that are created by the system have one of these codes that distinguish the posting from a manual one. While the system recognizes seven valid codes, only four of them should ever be entered by a User. They should only be added when a “missing” automated transaction is being added to a Contract folio:

- **IC** = INCOME – nightly room revenue derived from an in-house reservation
- **HC** = COMMIS – house commission based on an INCOME posting
- **MP** = Transaction codes that are part of an OMap in Special Billing on a reservation
- **HK** = Housekeeping charges from scheduled services and related to the (P)osting command on the Housekeeping Console

In each of these cases, the posting must be linked to the Reservation number to which it is related. There are a variety of reasons why one of these transactions may be missing but in each case the User is recreating the conditions of what should have been an automated posting on a particular date.

Note: Currently, only in-house (INH) reservations can be linked to the posting.



Post Owner Transactions

Unit #	B101	Big Bear King
UnitType	B1KM	King Mountain View
Contract	100002	Adair, Andy

Code: CLEAN

Description: Owner Clean

Amount: 150.00

Sub-Folio: 1 Folio 1

Linked Res#: 1000HR Anderson, Bruce

Category: HK

Type: HK

Date: 09/01/23 Friday

Due Date: 09/01/2023 Friday

Reference:



Press <Escape> to exit