Owner Functionality

Title: Owner Posting Utilities – Post an Entered Percentage

Path: *Owner Management* → *Owner Posting Tools* → *Post an Entered Percentage*

Purpose: This utility is used to create a charge to Owners that is entered as a percentage by the
                    User against one or more existing postings on the Owners' Contract folios.

- Begin by selecting a date range from which to select the existing postings
- Filter for one or more multi-properties, if so enabled
- Select the Transaction Code to be posted
- Enter a percentage to use in the calculation
- Select one or more target Transaction Codes, the posted values of which will be multiplied against the percentage to create the new posting
- Identify the folio(s) in which to seek the existing postings
- Choose whether to calculate the percentage against each individual Contract folio's values of the target Transaction Codes or the collective total (referred to as the "Pool") of all of the Owners included in this utility run.
- Indicate whether negative values, if any, should post as adjustments or be ignored.
- Decide whether the utility should create (D)aily postings (calculated with each individual day's target transactions) or a single posting for the entire period to each applicable Owner's account dated the (E)nd of the range
  Note: The end-of-period posting will be considerably faster than daily.

Best Practice:

- A very simple example of the use of this utility would be to create a Marketing Fee that is 2% of each Owner's net Income (INCOME + COMMIS), in which case the amount for each Owner would likely be different. A variation might be if the 2% were calculated against the total net Income of all Owners resulting in an identical amount for each.
- For those properties employing formal Pooling functionality, some additional prompts enable the collective total amongst the Owners (net Income, in the above example) to be segmented by Multi-Property, Rental Program or even Unit Type.