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User's Guide

^{SMS} | Host, OA-OST9A Configurable Owner's Statement

Configuration guidance and examples for the
Owner's Statement in ^{SMS} | Host 2022r2 and later.

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Introduction

The Configurable Owner Statement (OA-OST9A) is the most flexible of all the statement programs available to properties and, effective with the 2022r2 release of SMS|Host offers additional options to adapt to an even broader array of procedures and rental program requirements.

In this document, we will look at the various options based on a single financial layout similar to what most properties using this statement have today, highlighting the presentation differences between the options.

When configured, individual statements may be generated for each Owner in PDF format. The PDF versions of the Owner statements are automatically saved to disk and may be accessed, printed, or emailed at the time of creation or a later date. Once "Published," each statement will be archived and accessible from the individual Owner Contact and available to the Owner from the WorldNXT Owner Portal.

Configuration

Miscellaneous Rates and Defaults

Owner Accounting Settings 3 (F,L,R,3)

A setting in Miscellaneous Rates and Defaults enables the use of PDF Owner Statements. The full menu path from SMS|Host character Main Menu is **F,L,R,3**

Figure 1

```

MISCELLANEOUS RATES AND DEFAULTS   Friday 09/01/23
                                     OWNER ACCOUNTING #3
PDF Owner Statements (Y/N)? Y
The Owner Code which Indicates PDS Check: PDSPMT
Allow 1 contract to be Merged into another? (Y/N) Y
Allow Owner Maintenance Folio      (Y/N)? Y

Print Voided Checks for PDS Payments? (Y/N) N
Enable Owner Accounting Resale Listing (Y/N) N
Replace the PND, SUS, OWN sequence with direct to OWN for New Contracts (Y/N) Y
When closing an Owner Contract, require a (C)losure Reason Code,
  (F)reeform Text, (B)oth, or (N)either (C/F/B/N) B

New Owner Contract Defaults
  Auto-Post (Y/N) Y
  Exclusion Amount      : 50.00
  Maximum Escrow       : 2500.00
  Minimum Check Amount : 25.00
Automatically add Owner Market Segment in Rate Calc for Owner Bookings (Y/N) Y
Automatically Display Owned Units in Rate Calc for Owner Bookings (Y/N)? N

```

Indicate your preference for the setting “PDF Owner Statements” using the table below for reference.

Value	Behavior
Y	Indicate (Y)es to enable Owner Statements to be created on an individual statement basis that can be managed and archived as PDF's with the Owner's Contract, published to the WorldNXT Owner Portal and eMailed (as a Preference)
N	Indicate (N)o to avoid archiving statements with the Owner's Contract, eMailing them or making them available through the WorldNXT Owner's Portal.

Owner Accounting Settings 4 (F,L,R,4)

The “Default Owner Statement” setting on this screen is used to indicate the specific statement program you will use as your default to be run directly from the Owner Management Menu. In the example below, the Configurable Format (OA-OST9A) has been indicated but any of the statements offered from within SMS|Host could be chosen.

Just above that setting is an option to indicate whether an Owner's statement delivery preference can be set to notify the owner when a new statement is available through the WorldNXT Owner Portal. Specify **Y** or **N** here to indicate your preference for the WorldNXT Owner Portal.

Figure 2

```
MISCELLANEOUS RATES AND DEFAULTS   Friday 09/01/23
Owner Contract labels:
  Note Tab, Date 1   : Expiration
  Note Tab, Date 2   : Transfer Date
  Note Tab, Number 1 : Transfer #
  Note Tab, Number 2 : Exchange #
  Note Tab, Note 1   : Reference
  Note Tab, Note 2   : Notes
Is Portal a valid Statement Preference Option (Y)es/(N)o ? Y
Default Owner Statement : OA-OST9A
```

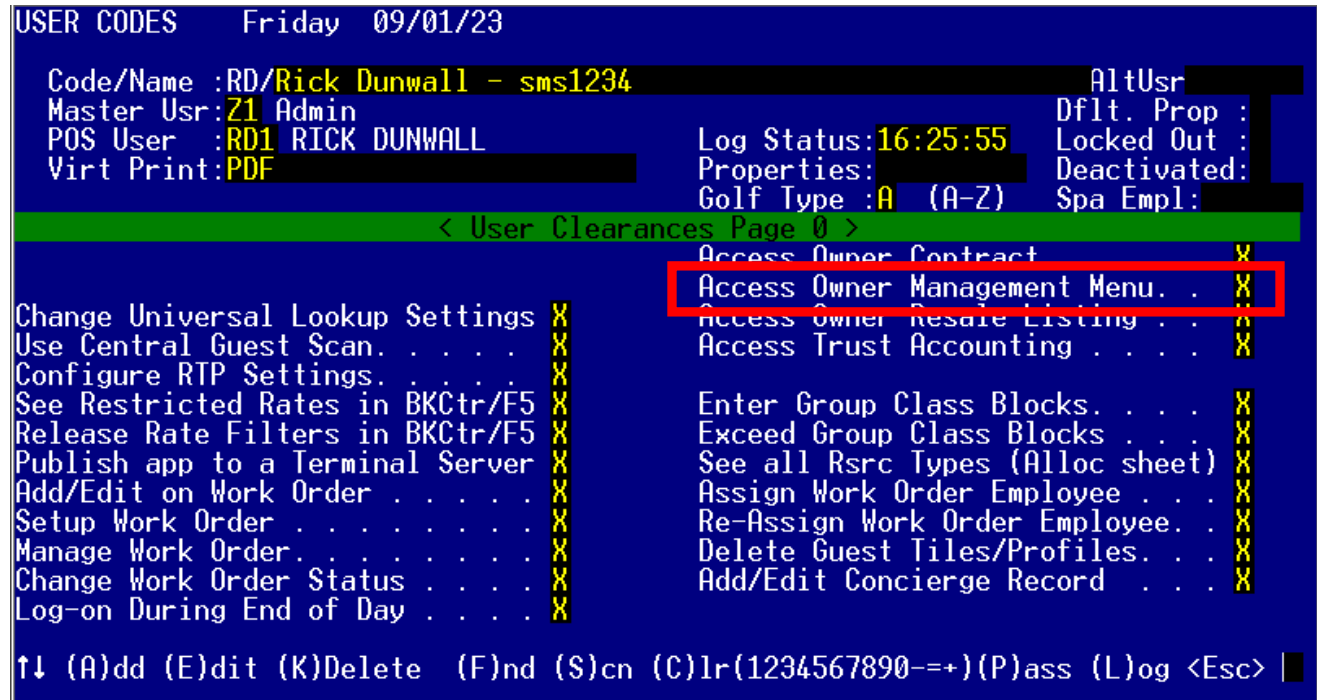
User Clearances

Settings in Set-up and Installation / User Log-On Codes determine individual access to Owner Accounting functions.

Configuring User Codes, Page 0 (F,J,0)

This configuration screen is accessible from the character SMS|Host Main Menu by following menu path **F,J,0**.

Figure 3



The table below describes the settings on this form that enable printing of Owner Statements.

Figure 4

Setting	Definition
Access Owner Management Menu	<p>This clearance has been modified to include the ability to print unpublished statements.</p> <p>Users with this clearance can view statements that have not yet been published.</p> <p>Users without this clearance can only view statements that have been published. If a statement that has not been published is selected a prompt will appear:</p> <p style="text-align: center;">“You do not have clearance to Access Un-Published Statements. Press any key...”</p>

Correspondence Configuration

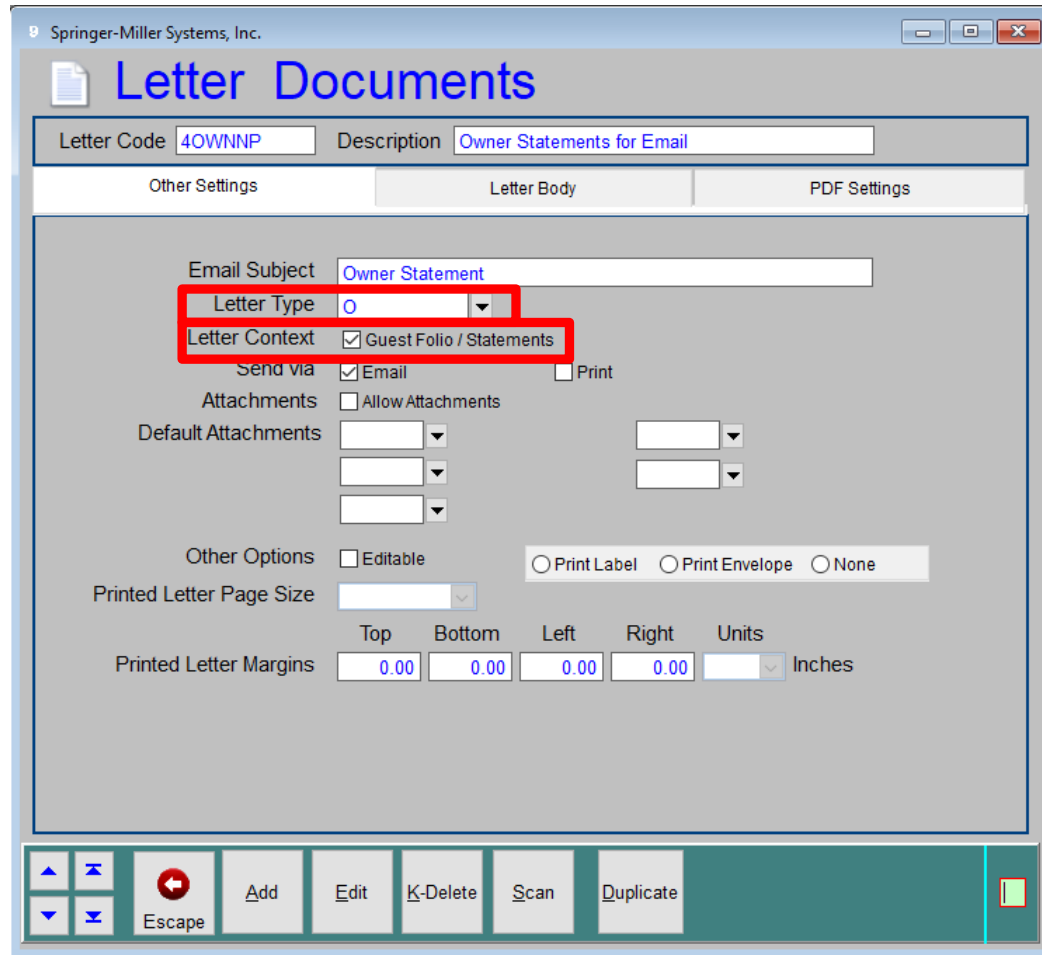
In version 22.8, the option to email Owner statements and work order invoices was introduced. The ability to email a statement or invoice requires that an HTML letter template is defined.

Other Settings Tab

The letter must be flagged to work with Owner's by placing an "O" in the **Letter Type** field.

The **Letter Context** must be checked to indicate it is for **Guest Folio / Statements**

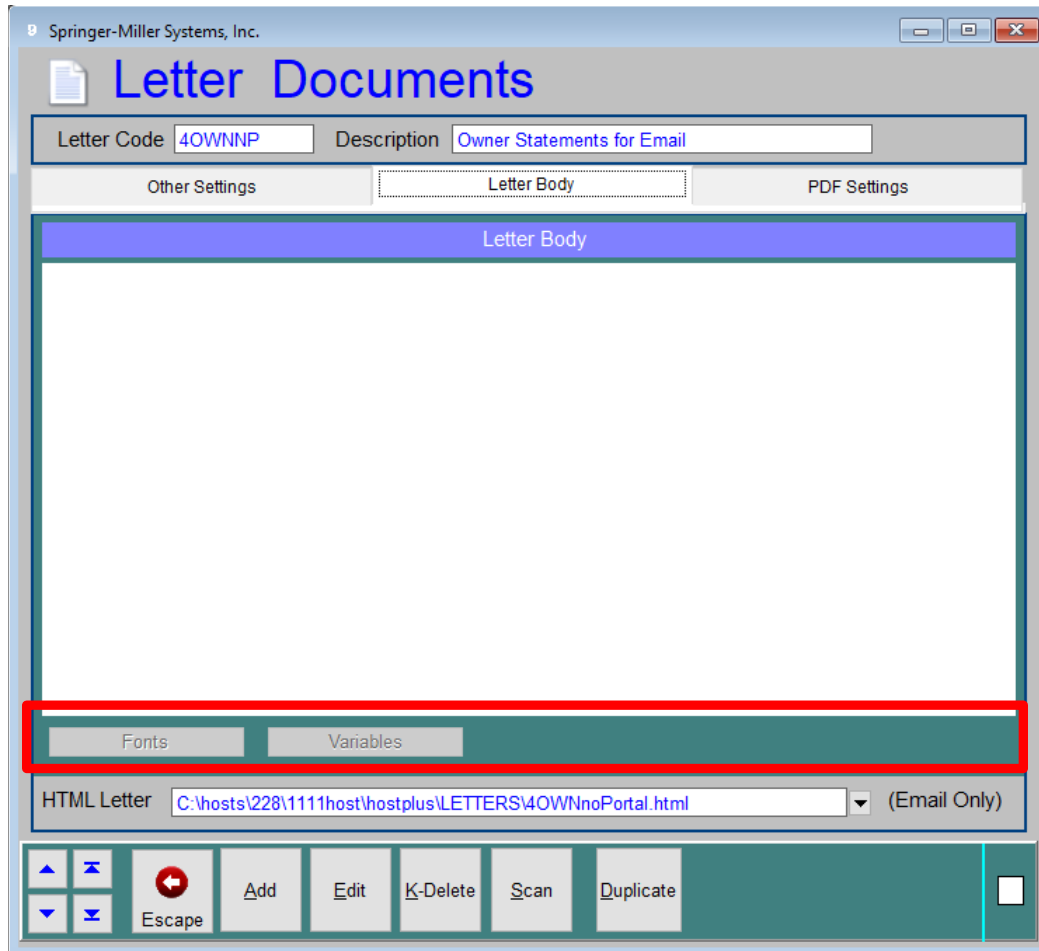
Figure 5



Letter Body Tab

The letter must use an HTML template. You can use one of the pre-defined letter templates found within the **Hostplus\Letters** folder or create your own.

Figure 6

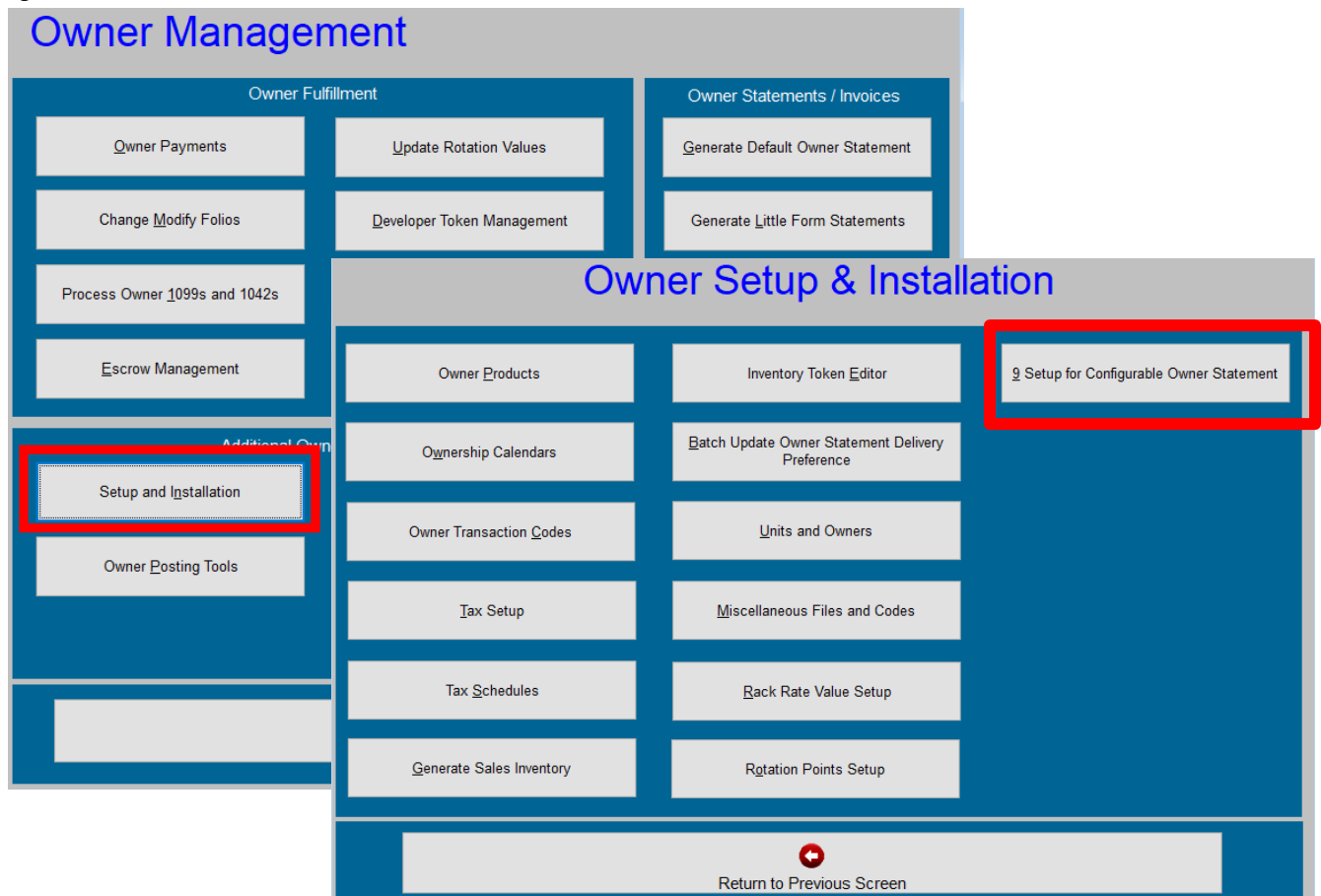


Note: You may wish to consider using separate letter templates for Owners who have an email preference vs. a portal preference, as well as separate letters for statements and Work Order invoices if you are using the ^{SMS} | Work Order module.

Using OA-OST9A - The Configurable Format Statement

Unlike other Owner Statements available from within SMS|Host, OA-OST9A requires initial configuration before it can be run. The set-up screen is now conveniently available from within the Owner Management →Set-up and Installation menu. For most properties, the SMS Trainer who worked on your installation will have built the original layout and shown how to make adjustments. Properties that are comfortable working with it will find they can add a line or, more commonly, add a transaction code to an existing line when a new one is created in their system. Otherwise, a call to Customer Support may be the quickest way to effect your changes.

Figure 7



The most important thing to remember is that every single Owner Transaction Code that could be used to post a charge or credit MUST be accounted for in the structure of the statement. Should a new transaction code be used without being properly inserted in the layout, it will add itself to the bottom of the statement when generated, thereby serving as a reminder to edit the set-up before finalizing statements for a period.

For the purposes of this document, a single format will be used for all variations to make it easier to understand the impact of parameter choices when running the statement. That layout is illustrated below as viewed in the set-up screen.

Figure 8

OWNER STATEMENT SETUP		Friday 09/01/23	User - RD		
Ln#	Type	Description	Codes		
1	A	PRIOR TRANSACTIONS	NOTE		
2	M	Opening Balance	OP-BAL		
3	M	Payments from Owner	PAYMNT	PYVISA PYMC	PYAMEX
4	M	Payments to Owner	CHECK	PDSPMT	
5	A		-----		
6	A	Total Prior	SUBTOT		
7	A		BLANK		
8	A	REVENUES	NOTE		
9	A	Rental Income	INCOME		
10	A	Parking Income	PARK		
11	A		-----		
12	A	Total Revenues	SUBTOT		
13	A		BLANK		
14	A	EXPENSES	NOTE		
15	A	Management Commission	COMMIS		
16	A	Travel Agency Fees	AGTCOM		
17	A	Housekeeping Charges	CLEAN	MAID	LINEN
18	A	Utilities	CABLE	UTIL	WOOD
19	A	Admin/Facility Fees	FEE	HOTEL	
20	A	Owner Stay Expenses	OAXFD		
21	A	Taxes	TAXCT	TAXST	
22	A	Work Order Expenses	TRDEBT		
23	A	Credit Card Fees	CCARD		
24	A	FF&R Escrow Funding	ESCROW		
25	A		-----		
26	A	Total Expenses	SUBTOT		

<Home>	<PgUp>		
<End>	<PgDn>	(M)ake change	(I)nstructions <Esc>

This layout is responsible for the structure of the first page of the statement, called the Financial Summary. This particular format is one that is commonly used and separates the form into three sections:

1. **Prior Transactions** – Illustrating the Opening balance at the beginning for the statement period which is then offset by payments to or from the Owner based on the balance having been a credit or debit amount.
2. **Revenues** – Typically containing the room revenue earned by the Owner (INCOME) but sometimes including additional forms of revenue, perhaps unrelated to lodging.
3. **Expenses** – Comprising a list of all possible charges that might be posted against the Owner Rental Contract folio.

Each line can contain a maximum of six transaction codes that will net together on the final presentation. For example, three posting codes related to Housekeeping will combine to display a total amount for the period. The Description for each line is customizable.

Figure 9

OWNER RENTAL STATEMENT Big Bear Lodge		Through - 08/31/23		
Contract Name: Adair, Andy		Page 1		
Mr. Andy A. Adair		Unit # B101		
Handy Andy		Owner# 100002		
1838 Goodwin Avenue		Guest# 100006		
#2		King - Whole Ownership		
Trout Lake, WA 98650				
US				
FINANCIAL SUMMARY				
Description	CURRENT YEAR		PREVIOUS YEAR	
	MONTH	YTD	MONTH	YTD
PRIOR TRANSACTIONS				
Opening Balance	1892.14			
Payments from Owner	0.00			
Payments to Owner	-1892.14			
Total Prior	0.00	0.00	0.00	0.00
REVENUES				
Rental Income	7706.00	12282.00	6931.00	11985.00
Parking Income	144.00	216.00	98.00	194.00
Total Revenues	7850.00	12498.00	7029.00	12179.00
EXPENSES				
Management Commission	-3853.00	-6141.00	-3465.50	-5992.50
Travel Agency Fees	-97.20	-180.20	-117.60	-215.80
Housekeeping Charges	0.00	0.00	-75.00	-75.00
Utilities	0.00	-100.01	0.00	-91.00
Admin/Facility Fees	-197.06	-302.82	-143.18	-288.31
Owner Stay Expenses	0.00	0.00	0.00	0.00
Taxes	0.00	-15.49	0.00	0.00
Work Order Expenses	0.00	0.00	0.00	-277.50
Credit Card Fees	-133.47	-194.82	-115.33	-187.21
FF&R Escrow Funding	0.00	-102.25	0.00	-267.75
Total Expenses	-4280.73	-7036.59	-3916.61	-7395.07
Owner's Rental Profit	3569.27	5461.41	3112.39	4783.93

Figure 9, above, illustrates the most common of all formats in which each of the three sections is subtitled and a grand total (labeled Owner's Rental Profit) combines the three subtotals. Values are shown for the Current Year (Month & Year-to-Date) and the Prior Year (Month and Year-to-Date).

The standardized header displays:

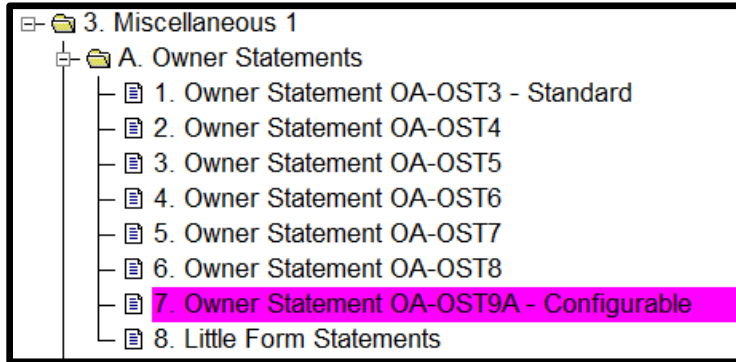
- The property name (Big Bear Lodge)
- The Legal (Contract) name
- The Owner's mailing address
- The period ending (through) date
- The Unit number (B101), the Contract number (Owner #100002) and the Owner's Guest number (#100006)
- The Owner Product name that created the Contract (King – Whole Ownership)

Note: potential variations based on the Product will be described later in this document

Statement Parameters

The Configurable Format statement (OA-OST9A) is launched from Owner Management → Owner Reports (O-R-3-A-7) or from the main Reports menu (R-R-3-A-7).

Figure 10



Parameter	Value(s)
Do you want a (M)onthly or (Q)uarterly Format?	Monthly – Displays amounts for the current statement month plus Year-to-Date Quarterly – Displays amounts for three consecutive months plus the total for all three
If Monthly -	
Year Begin Date	Defaults to the first day of the current year
Enter Month Begin	Defaults to the first day of the previous month
Month End	Defaults to the last day of the previous month
If Quarterly -	
Period Begin	Regardless of how this defaults, it should be edited to be the first day of the quarter (e.g. the first day of the third month prior). <i>Note: when saving a set of parameters, it is suggested that you create four, one for each quarter, using the Advanced – Day of Month feature to select the first day of that quarter.</i>
Period End	Defaults to the last day of the previous month
Enter Multi-Property code or blank for all	[If system is configured for Multi-Property] Select one or all
Select an Owner Charge Code to filter Contracts or leave blank for all	Select one or all
Do the selected Contracts contain multiple pieces of inventory? (Y/N)	(Y)es – Some or all of the Contracts are for component suites (N)o – All of the Contracts that will be generated are for individual units
If Contracts <u>do not</u> contain multiple pieces of inventory - Print in (C)ontract, (U)nit or (N)ame order? (C/U/N)	Defaults to (C)ontract - (C)ontract – Will be sequenced by Contract # (U)nit – Will be sequenced by Unit # (N)ame – Will be sequenced by Owner's Guest Tile Name
Calculate Payment Based on Folios (123456789EMC) or leave Blank for 1-9	Identify the folio(s) from which transactions should be drawn for inclusion in the Financial Summary. <i>Note: postings will not be available for the Selected Detail section if they are on a folio that is not included here.</i>

Label for the total line when money is owed to the Owner	Defaults to "Owner's Rental Profit"
Label for the total line when the Owner owes money	Defaults to "Pay this Amount"
Display the E folio total on the statement? (Y/N)	[If system is configured to use the Escrow folio] (Y)es – The balance on the current period-end date will be displayed (N)o – The E folio will not be listed
Enter a description for the E folio total	Defaults to "Total for E folio"
Display the M folio total on the statement? (Y/N)	[If system is configured to use the Maintenance folio] (Y)es – The balance on the current period-end date will be displayed (N)o – The M folio will not be listed
Enter a description for the M folio total	Defaults to "Total for M folio"
Display the C folio on the statement? (Y/N)	(Y)es – The balance on the current period-end date will be displayed (N)o – The C folio will not be listed
Enter a description for the C folio total	Defaults to "Total for C folio"
Display Rental Activity Section? (Y/N)	(Y)es – A summarized listing of reservations during the current statement period is displayed including the Arrival/Departure dates within the period, their Market Segment, count of nights and room revenue total. (N)o – This section will not be included on the statement <i>Note: for Contracts with multiple pieces of inventory, a separate section will be displayed for each unit.</i>
Show posting detail for selected Transaction Category codes? (Y/N)	(Y)es – One or more Owner Transaction Categories can be selected, each of which will display the posting detail during the statement period with a subtotal for the category. (N)o – This section will not be included on the statement <i>Note: for Contracts with multiple pieces of inventory, a separate section will be displayed for each unit.</i>
If Transaction Category codes <u>are</u> selected - Include zero value transactions in the posting detail? (Y/N)	(Y)es – Transactions posted with a \$0.00 value will be included in the displayed detail (N)o - \$0.00 postings will be excluded from the displayed detail
If running single unit statements - Summary by (N)ights, (R)evenue, (B)oth nights and revenue, (T)ype code or (D)on't summarize? (N/R/B/T/D)	(N)ights – Include a summary of available/occupied nights (R)evenue – Include a nightly room revenue summary (B)oth – Include both occupancy <u>and</u> revenue summaries (T)ype – Include a summary of selected Transaction Category codes (D)on't – No summary will be displayed
If running multiple-inventory statements - Summary by (N)ights or (D)on't summarize? (N/D)	(N)ights – Include a summary of available/occupied nights (D)on't – No summary will be displayed
If including a summary by Nights – Include ADR in the Summary? (Y/N)	(Y)es – Display an ADR with the unit's occupancy summary (N)o – No ADR will be displayed
If including ADR – Enter transaction(s) for ADR calculation	Select transaction codes to be used in calculating the ADR
If including a summary by Nights – Include REVPAR in the Summary? (Y/N)	(Y)es – Display REVPAR with the unit's occupancy summary (N)o – No REVPAR will be displayed
If including REVPAR – Enter transaction(s) for ADR calculation	Select transaction codes to be used in calculating the REVPAR

<p>If including a summary by Nights – Should OOO units count as unavailable nights in the summary? (Y/N)</p>	<p>(Y)es – A line for “Maintenance/OOO” nights will display in the Nights Available portion of the occupancy summary. Any nights that were Out-of-Order during the periods being displayed will be counted as reducing availability. (N)o – The “Maintenance/OOO” line will not be displayed.</p>
<p>If including a summary by Nights – Select the Market Segments to reduce nights available in the summary</p>	<p>[If system is configured for Owner Management, this will default to the official Owner Market Segment] Multiple segments can be selected from a pick-list</p>
<p>If including a summary by Nights – Select the Market Segments to display nights occupied in the summary</p>	<p>Multiple segments can be selected from a pick-list</p>
<p>If any segments remain unselected Label for unspecified nights occupied</p>	<p>Defaults to “Other Occupancy”</p>
<p>Print statements with \$0 balances and no activity? (Y/N)</p>	<p>(Y)es – Statements for all OWN level Contracts and those of other levels with activity will be printed (N)o – Statements for Contracts that meet <u>both</u> conditions will not be printed</p>
<p>Include (R)ental, (N)on-Rental or (A)ll? (R/N/A)</p>	<p>(R)ental – Statements will be printed for selected Contracts with unit inventory flagged as “Rental” in the Unit Set-up (F-B-U) (N)on-Rental – Statements will be printed for selected Contracts with unit inventory not flagged as “Rental” in the Unit Set-up (F-B-U) (A)ll – Statements will be printed for all selected Contracts</p>
<p>If any summary has been selected - Start summary on new page? (Y/N)</p>	<p>(Y)es – When one or more summaries are included, answering Yes will provide the best separation between sections though, based on length, this may not be perfect. (N)o – When one or more summaries are included, answering No may cause page breaks to occur within sections but can reduce the number of pages <i>Note: the recommended answer is (Y)es</i></p>
<p>If Monthly – Display previous year information? (Y/N)</p>	<p>(Y)es – Two additional columns will appear on the first page and, if included, the Nights or Type summary showing financial and occupancy values for the same period during the prior year and its Year-to-Date. (N)o – Prior year information will not be displayed</p>
<p>Enter Message to Owners? (Y/N)</p>	<p>(Y)es – Up to three lines of 68-characters each can be added to the statement (N)o – No message will be added to the statement <i>Note: SMS <u>does not</u> recommend using this feature as it would require re-entering the saved parameters each time the message needs to be changed. Notices to Owners can be handled more flexibly in an email associated with the statement or posted to the WorldNXT Owner Portal.</i></p>
<p>Start Printing at line # ____</p>	<p>Defaults to <u>0</u> Incrementally increase this value to adjust the statement starting position on the page to account for a logo / header located at the top on letterhead or a PDF background.</p>

How many lines to print per page? ____	Defaults to <u>53</u> Incrementally increase or decrease this value to adjust the statement ending position on the page to account for a logo / footer located at the bottom on letterhead or a PDF background.
Left Margin (# characters 0-20) ____	Defaults to <u>0</u> Incrementally increase this value to adjust the statement's left margin starting position on the page. <i>Note: a setting of <u>15</u> centers the content on the page regardless of 4 columns or 2.</i>
(1) Print, (2) PDF, (3) Print and PDF? (1/2/3)	(1) – Generate the statement to a physical printer or to disc. Used for proofing drafts. (2) – Generate the Final statement as a PDF to be accessed from the Manage Owner Statement function (Owner Management menu) for publishing and archiving. (3) – Use this combination if producing a physical or separate digital copy of the final statement.
Select (I) Individual or (A) All Contracts? (I/A)	(I) – One or more Contracts can be selected from a pick-list (A) – All statements identified by the parameters will be printed.

Observations / Suggestions

- **Inclusive Dates** – All financial transactions addressed in the statement are drawn from postings within the period. The only exception is the optionally requested balances for the E, M and/or C folios. The balance displayed is the amount in effect on the end date of the statement though, there may be transactions contributing to that total that pre-date the period. There may also be postings on those folios with dates later than the statement end date, but they will not be included in the reported total, either.

The effective dates of Ownership will be taken into account at all times, for both financial transactions and occupancy-related data. Should a Contract be sold from one Owner to another during a statement period, all activity will reflect the respective dates of their Ownership including the nights of occupancy identified in the Rental Activity section, the availability and occupancy in their Nights Summary and both the potential and actual dates of revenue in the nightly Revenue Summary. This same concept applies to fixed fractional Ownership in which the statement will reflect the specific scope of tenure for each individual Owner.

- **Owner Charge Codes** – The ability to build and save as many parameter sets as needed makes it possible to run statements for subsets of the total Owner base using different options as may be required for their particular rental arrangements. Though the physical layout of the first page can only vary by multi-property, 1-character Charge Codes can be defined and placed on individual Owner Contracts to identify them as filters, both for posting utilities and for generating their Owner statement. You might choose, for example, to separate Contracts for single inventory Ownership vs. component suites in order to offer different types of summaries.
- **Multiple-Inventory Contracts** – Statements for Contracts with multiple pieces of inventory (a.k.a. component suites) will produce a single financial picture on the first page but separate activity sections for each of the component units. This applies to Rental Activity, Selected Transaction Detail and Nights, Revenue or Type summaries. As all of this information is associated with individual unit numbers, the separation provides the most granularity into their rental productivity.

Output Examples

Statement Variations

- **Statement for Single Unit Contract**
 - Illustrates option to only display Current Year data
 - Displays optional current balances for the E, M and C folios

OWNER RENTAL STATEMENT Big Bear Lodge		Through - 08/31/23
Contract Name: Adair, Andy		Page 1
Mr. Andy A. Adair		Unit # B101
Handy Andy		Owner# 100002
1838 Goodwin Avenue		Guest# 100006
#2		King - whole Ownership
Trout Lake, WA 98650		
US		
FINANCIAL SUMMARY		
Description	MONTH	YTD
PRIOR TRANSACTIONS		
Opening Balance	1892.14	
Payments from Owner	0.00	
Payments to Owner	-1892.14	
Total Prior	0.00	0.00
REVENUES		
Rental Income	7706.00	12282.00
Parking Income	144.00	216.00
Total Revenues	7850.00	12498.00
EXPENSES		
Management Commission	-3853.00	-6141.00
Travel Agency Fees	-97.20	-180.20
Housekeeping Charges	0.00	0.00
Utilities	0.00	-100.01
Admin/Facility Fees	-197.06	-302.82
Owner Stay Expenses	0.00	0.00
Taxes	0.00	-15.49
Work Order Expenses	0.00	0.00
Credit Card Fees	-133.47	-194.82
FF&R Escrow Funding	0.00	-102.25
Total Expenses	-4280.73	-7036.59
Owner's Rental Profit	3569.27	5461.41
FF&E Reserve	167.75	
Maintenance Reserve	1050.00	
HOA Reserve	775.00	

- **Statement for Multiple Unit Contract**

- Displays the financial data from the units that comprise this Contract for a 3-unit suite, indicated as containing "Multiple Units"
- Illustrates option to displays data for both the Current Year and the Previous Year

OWNER RENTAL STATEMENT Big Bear Lodge		Through - 08/31/23		
Contract Name: Teranova Trust		Page 1		
Ms. Judy T. Tanaka Tradewell 4189 Modoc Alley Boise, ID 83702 US		Multiple Units Owner# 10000C Guest# 1000TT		
FINANCIAL SUMMARY				
Description	CURRENT YEAR	PREVIOUS YEAR		
	MONTH	MONTH	YTD	YTD
PRIOR TRANSACTIONS				
Opening Balance	1743.61			
Payments from Owner	0.00			
Payments to Owner	-1743.61			
Total Prior	0.00	0.00	0.00	0.00
REVENUES				
Rental Income	24956.00	30195.00	0.00	0.00
Parking Income	396.00	444.00	0.00	0.00
Total Revenues	25352.00	30639.00	0.00	0.00
EXPENSES				
Management Commission	-12478.00	-15097.50	0.00	0.00
Travel Agency Fees	-454.10	-546.55	0.00	0.00
Housekeeping Charges	-233.33	-457.14	0.00	0.00
Utilities	0.00	-300.01	0.00	0.00
Admin/Facility Fees	-579.53	-671.92	0.00	0.00
Owner Stay Expenses	0.00	0.00	0.00	0.00
Taxes	-11.67	-69.35	0.00	0.00
Work Order Expenses	-64.86	-64.86	0.00	0.00
Credit Card Fees	-414.20	-465.27	0.00	0.00
FF&R Escrow Funding	0.00	-106.48	0.00	0.00
Total Expenses	-14235.69	-17779.08	0.00	0.00
Owner's Rental Profit	11116.31	12859.92	0.00	0.00

- **Quarterly Statement for Single Unit Contract**
 - Displays financial data for a three-month period with totals for the Quarter

OWNER RENTAL STATEMENT Big Bear Lodge		Quarter - 06/01/23-08/31/23		
Contract Name: Adair, Andy		Page 1		
Mr. Andy A. Adair Handy Andy 1838 Goodwin Avenue #2 Trout Lake, WA 98650 US		Unit # B101 Owner# 100002 Guest# 100006 King - Whole Ownership		
FINANCIAL SUMMARY				
Description	Month 1 06/01-06/30	Month 2 07/01-07/31	Month 3 08/01-08/31	QUARTER TOTALS
PRIOR TRANSACTIONS				
Opening Balance				1892.14
Payments from Owner				0.00
Payments to Owner				-1892.14
Total Prior	0.00	0.00	0.00	0.00
REVENUES				
Rental Income	7725.00	4576.00	7706.00	20007.00
Parking Income	450.00	72.00	144.00	666.00
Total Revenues	8175.00	4648.00	7850.00	20673.00
EXPENSES				
Management Commission	-3862.50	-2288.00	-3853.00	-10003.50
Travel Agency Fees	-144.00	-83.00	-97.20	-324.20
Housekeeping Charges	-261.00	0.00	0.00	-261.00
Utilities	-172.50	-61.91	0.00	-234.41
Admin/Facility Fees	0.00	-105.76	-197.06	-302.82
Owner Stay Expenses	-135.75	0.00	0.00	-135.75
Taxes	0.00	-9.59	0.00	-9.59
Work Order Expenses	0.00	0.00	0.00	0.00
Credit Card Fees	-81.75	-61.35	-133.47	-276.57
FF&R Escrow Funding	0.00	-102.25	0.00	-102.25
Total Expenses	-4657.50	-2711.86	-4280.73	-11650.09
Owner's Rental Profit	3517.50	1936.14	3569.27	9022.91

- **Fractional Statement for a Quartershare Contract**

- Displays financial data drawn from those nights within the period that are owned by this Owner. As a Quartershare (effectively every 4th week), this is likely to be as few as 7 nights and as many as 10 within a month for this fractionally owned unit.

OWNER RENTAL STATEMENT		Through - 08/31/23
Contract Name: Walker, James		Page 1
Mr. James L. Walker		Unit # D101
Specific Appraisals		Owner# 10000E
795 Tait St		Guest# 10001Y
Boitekong, NW 308		Quartershare 1
ZA		
FINANCIAL SUMMARY		
Description	MONTH	YTD
PRIOR TRANSACTIONS		
Opening Balance	273.00	
Payments from Owner	0.00	
Payments to Owner	-273.00	
Total Prior	0.00	0.00
REVENUES		
Rental Income	2990.00	3600.00
Parking Income	36.00	36.00
Total Revenues	3026.00	3636.00
EXPENSES		
Management Commission	-1495.00	-1800.00
Travel Agency Fees	0.00	0.00
Housekeeping Charges	-19.05	-19.05
Utilities	0.00	-19.04
Admin/Facility Fees	-59.90	-69.90
Owner Stay Expenses	0.00	0.00
Taxes	-2.95	-5.91
Work Order Expenses	0.00	0.00
Credit Card Fees	-27.15	-27.15
FF&R Escrow Funding	0.00	0.00
Total Expenses	-1604.05	-1941.05
Owner's Rental Profit	1410.95	1683.95

Optional Inclusions

- **Rental Activity Section**

- This option displays the reservations that have impacted the statement for the period. Note that a reservation that may have arrived prior to the period or departed after the period will display Arrival and Departure dates coinciding with the beginning or ending of the period. Thus, the nights of occupancy and the room revenue will be in sync with the financial information on the first page and the occupancy that will display in the optional Nights Summary.
- For a Multiple Unit Contract, this will be displayed separately for each component.

RENTAL ACTIVITY for Unit #: B101						
Res#	Arrival	Depart	Unit	Market Segment	Nights	Amount
10003L	08/01/23	08/05/23	B101	Transient	4	1962.00
1000CR	08/07/23	08/11/23	B101	Transient	4	1944.00
1000GT	08/12/23	08/14/23	B101	Owner	2	0.00
1000C3	08/14/23	08/16/23	B101	Transient	2	1080.00
100081	08/21/23	08/26/23	B101	Transient	5	2720.00

- **Selected Transaction Detail**

- This option displays the posting detail for transactions that belong to the selected Owner Transaction Categories. In this example, two have been chosen. This can be particularly effective in illustrating individual charges for multiple transaction codes linked to the same Category that may have been combined on a single line on the first page. For example, as seen in figure 8, "Housekeeping Charges" may be comprised of transactions using "CLEAN", "MAID" and "LINEN". The contributions from each, if any, can be illustrated by selecting a Category for Housekeeping and breaking out the posting detail.
- For a Multiple Unit Contract, this will be displayed separately for each component.

SELECTED TRANSACTION DETAIL						
Date	Unit	Cat	Description	Reference	Credit	Debit
08/07/23	B101	TR	Res#1000CR-AGENT	COMMIS.		24.30
08/08/23	B101	TR	Res#1000CR-AGENT	COMMIS.		24.30
08/09/23	B101	TR	Res#1000CR-AGENT	COMMIS.		24.30
08/10/23	B101	TR	Res#1000CR-AGENT	COMMIS.		24.30
Subtotal for TR - Travel Agent Fees					0.00	97.20
08/05/23	B101	CC	Res#10003L PYAMEX	3.60		44.07
08/11/23	B101	CC	Res#1000CR PYDISC	3.00		29.16
08/16/23	B101	CC	Res#1000C3 PYAMEX	3.60		19.44
08/26/23	B101	CC	Res#100081 PYMC	3.00%		40.80
Subtotal for CC - Credit Card Commission					0.00	133.47

Note: if the intention is to display postings on the E, M or C folios in this section, those folios will need to have been selected in the prompt "Calculate Payment Based on Folios (123456789EMC) or leave Blank for 1-9" in order for them to be available here.

- **Type Summary Section**

- This option displays totals for selected Owner Transaction Categories for the current period and Year-to-Date. It will also display the prior year columns if they are being used on the first page.
- This summary is not available for Multiple Unit Contracts.

CODE SUMMARY for Unit #: B101		
Description	MONTH	YTD
Administation Fee	-177.06	-222.82
Credit Card Commission	-133.47	-194.82
Check to Owner	-1892.14	-1892.14
Owner Commissions	-3853.00	-6141.00
Rental Income	7706.00	12282.00
Maintenance Services	0.00	-76.20
Parking Income	144.00	216.00
Travel Agent Fees	-97.20	-180.20

- **Revenue Summary for a Single Unit Contract**

- This option illustrates the Room Revenue generated by the unit's occupancy on a nightly basis. Zero dollar values indicate either an unoccupied night or occupancy by a complimentary (or Owner) stay.
- This summary is not available for Multiple Unit Contracts.
- For a Quarterly statement, this will be displayed separately for each of the three months.

SUMMARY OF RENTAL REVENUE BY DAY for August 2023											
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
		1 486.00	2 486.00	3 486.00	4 504.00	5 0.00					
6 0.00	7 486.00	8 486.00	9 486.00	10 486.00	11 0.00	12 0.00					
13 0.00	14 540.00	15 540.00	16 0.00	17 0.00	18 0.00	19 0.00					
20 0.00	21 540.00	22 540.00	23 540.00	24 540.00	25 560.00	26 0.00					
27 0.00	28 0.00	29 0.00	30 0.00	31 0.00							

- **Revenue Summary for a Fractional (Quartershare) Contact**

- This option is the same as for a whole owned single unit except that values are only displayed for those nights that belong to the specific Owner. A <blank> value for a date indicates it is not owned by this Owner. This example illustrates a Quartershare Ownership of every 4th week (10 nights).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
		1	0.00	2	590.00	3	590.00	4	5
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	610.00	26	610.00	
27	590.00	28	0.00	29	0.00	30	0.00	31	0.00

- **Nights Summary for a Single Unit Contract**

- This option, the most popular, displays the calculation of available and occupied nights based on activity in the unit. Many of the prompts determine how much detail to show. While it is necessary to list market segments that will reduce availability, it is not a requirement. to show those that contribute to occupancy. As these are selected from a pick-list, you may choose to list some, all or none. Unlisted segments with occupancy will be accumulated into the "Other Paid Occupancy" line.
- The ADR and REVPAR calculations are both optional.
- For a Multiple Unit Contract, summaries will be displayed separately for each component.

Description	CURRENT YEAR		PREVIOUS YEAR	
	MONTH	YTD	MONTH	YTD
Nights in Period	31	64	31	64
Maintenance/000	0	0	1	2
Owner (O)	2	2	0	0
Friend of Owner (F)	0	0	3	3
Nights Available	29	62	27	59
Group (G)	0	0	3	5
Transient (T)	15	24	8	13
Wholesaler (W)	0	0	3	0
Complimentary (X)	0	0	0	1
Other Paid Occupancy	0	0	0	4
Occupied Nights	15	24	14	23
Vacant Nights	14	38	13	36
Unit Occupancy	51.72%	38.71%	51.85%	38.89%
ADR	513.73	511.75	495.07	521.08
REVPAR	265.72	198.10	256.70	203.13

- **Nights Summary for a Single Unit Quarterly Statement**

UNIT SUMMARY for Unit #: B101					
Description		Month 1 06/01-06/30	Month 2 07/01-07/31	Month 3 08/01-08/31	QUARTER TOTALS
Nights in Period		30	31	31	92
Maintenance/000		2	0	0	2
Owner	(O)	0	0	2	2
Friend of Owner	(F)	0	1	0	1
Nights Available		28	30	29	87
Group	(G)	4	2	5	11
Transient	(T)	11	9	13	33
Wholesaler	(W)	2	4	0	6
Complimentary	(X)	0	0	1	1
Other Paid Occupancy		9	3	5	17
Occupied Nights		26	18	24	68
Vacant Nights		2	12	5	19
Unit Occupancy		92.85%	60.00%	82.75%	78.16%

- **Nights Summary for a Fractional (Quartershare) Contact**

- In this example, the Nights in Period correspond to the fractional Ownership and serve as the basis for the Occupancy percentage, as well as the optional ADR and REVPAR values.
- The Nights in Period may also reflect a mid-period sale from one Owner to another in any form of Ownership.

UNIT SUMMARY for Unit #: D101			
Description		MONTH	YTD
Nights in Period		10	14
Maintenance/000		0	0
Owner	(O)	1	1
Friend of Owner	(F)	0	0
Nights Available		9	13
Group	(G)	0	0
Transient	(T)	5	6
Wholesaler	(W)	0	0
Complimentary	(X)	0	0
Other Paid Occupancy		0	0
Occupied Nights		5	6
Vacant Nights		4	7
Unit Occupancy		55.56%	46.15%
ADR		598.00	600.00
REVPAR		332.22	276.92