# Owner Commission Pre-Processing

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The Owner Commission Pre-Processing allows the user to run the Owner Commission Process Past Commissions and see what would happen. It allows for making adjustments and re-running if necessary.

## Process Past Commissions

The Process Past Commissions screen has changed significantly.
The screen looks like this:



The Starting From: and Ending Date: are the same as before. They are the dates that the process will run for.

Pre-Processed Revenue Amount: will show the amount of revenue that is sitting in the Pre-Processed records that have not been posted yet.

Pre-Processed Expenses Amount: will show the amount of expenses that are sitting in the Pre-Processed records that have not been posted yet.

Pre-Processed Other Amount: will show the amount of 'other' expenses and/or revenue that do not fall in either of the Revenue or Expenses totals shown above.

Pre-Process Commissions Only: This field is answered with either a Y or N. A 'Y' answer means the program will process the commissions and hold the results in the Pre-Process tables. They will not be posted directly to the owner just yet. This step can be done as many times as necessary until the results are as desired. If the Pre-Process Commissions Only has been run before and it gets run a second (or third or fourth...) time, then the function will remove the results of the earlier run and start fresh.

Post Results of Pre-Process: This field is answered with either a Y or N. A 'Y' answer means the program will post the results of the Pre-Process to the Owners folios. Once the results of the Pre-Process have been posted to the Owners folios, the Process Past Commissions function is complete. It is unlikely these steps will need to be repeated.

The Field at the bottom indicates what mode the Pre-Processing is in.
If the process is being run for the first time then the message: "Pre-Processing of Commissions has not been run for this date range" will display.
In this mode the Pre-Process Commissions Only field will default to 'Y' and the Post Results of Pre-Process field will default to N.
If the Pre-Process has already been run for the date range yet the Posting of Results has not been run then the message: "Pre-Processing Commissions Finished. If satisfied post results of pre-process" will display and the Pre-Process Commissions Only field will default to N and the Post Results of Pre-Process field will default to Y.

### Owner Statement Report

Running the Owner Statements has changed slightly. Once the first step of the Pre-Processing has been run, Statements can be generated which include the Pre-Processed data. The following new Owner Statement Report screen shows the new field 'Include Pre-Post Postings'. If a 'Y' is entered into this field, the Statements will include the Pre-Process run for the same date range. If an 'N' is entered here, then any Pre-Processed data will be ignored for this report.
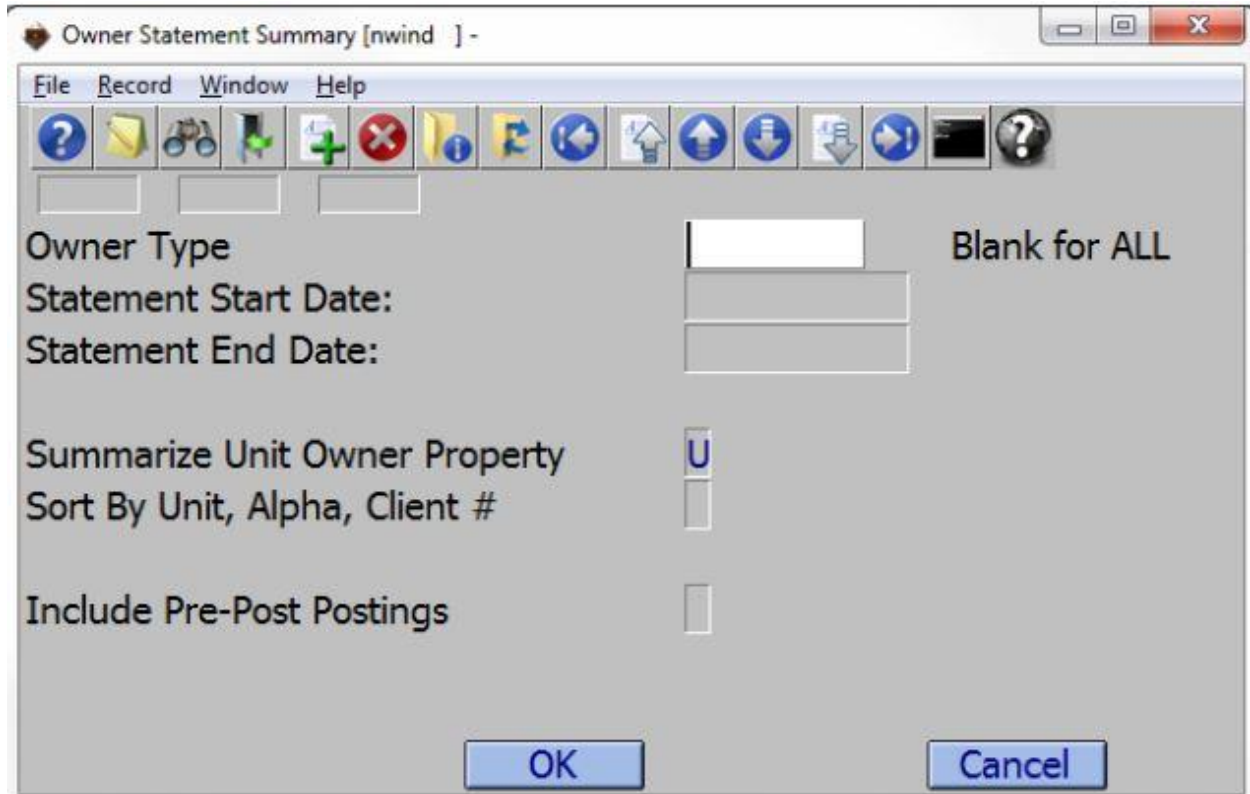
## Owner Statement Summary

The Owner Statement Summary has the same new field as the Statement Report, 'Include Pre-Post Postings'.



Include Pre-Post Postings has the same meaning in the Statement Summary as the Statement Report. Indicate 'Y' to include the results of the Pre-Processing for the same time frame or indicate 'N' to ignore them.

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