



Global Setup in Owner Maintenance

Quick Reference Guide

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Introduction

This Quick Reference Guide will guide the user through the process of completing the Global Setup in Owner Maintenance.

In many cases these fields will be configured by a Maestro Specialist based on the operational discussions prior to training, and need not be changed unless there is a change in business operations that may affect Owner Units.

If the user is planning to make any changes here please consult with Maestro Support to be sure a change in one area does not negatively affect a different area.

Setup

To setup or review existing global setup:
Begin on the Owner Management Maintenance Main Screen
Select the Setup menu
Select Global Setup to display the following screen



Global Setup [nwind] - Maestro Manor

File Window System Help

Owner System On? Y Complimentary Rooms

Use Text Entry Y AllowReservation Y

#Weeks Reservtns 52 By Threshold Y

#Weeks Hold Invt 99 Threshold Amt 25.00

Day Of Week MON By Guest Type N

Def. Stmt Form TCSTMT Incl House Use N

Wk Order Post Cd MNT Split Comp Rooms Y Within Group Res N

Alert Clerk MARK Within UnitGrpTp Y

Commission Only N Contracted Minimum Rate Type RACK

Start Remittance 2311 Complimentary Room Split Post Code ICR

Remit Report Form TCCHQ Reservations Split Comp. Rooms on Net/Gross N

Remit Posting Code ZCQ Source Business OWNER

Remit By Type O SubSource Bus OWNER

Developer Client 13015 Guaranteed By CLRK

Crystal Own Stmt Y Rate Category ROOM

Floating Units N Rate Type OWNER

Com Posting Code Receipt Code ZARD

Calc Com Nightly N Statement Format 1

Consoldate Stmt N Create MF Folio? N

Stmt Cld Fol Srch Unit/Intv. MF U

Carry Forward Aging Y Late Interest Y

Age Payments N Allocate Charges Y

Age Discounts Y Allocate Settlements Y

Age By Effective Date P

Stmt Hdr Date Override Y 1099 Sett. Incl. Record Type REV

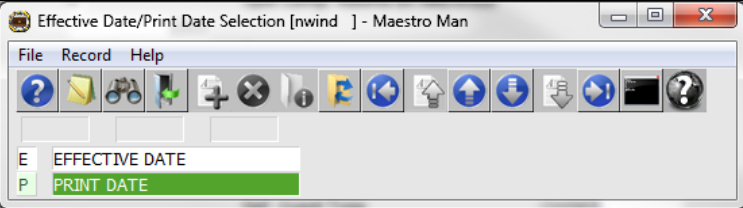
Guest Type Flag B 1099 Report Commissions Only N

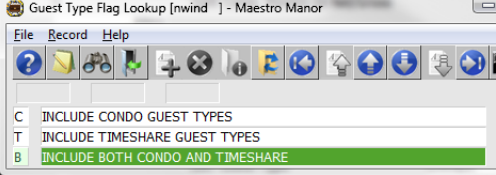
Test Exceeds Max Nights N 1099 Blank TIN Type Y

*** = Property Specific options available

A Maestro Specialist will complete the fields as described in the table below.

Field Name	What it does
Owner System On	Select "Y" to turn the owner system on
Use Text Entry	Select "Y" in this field to allow access to a notepad window to enter text on the owner profile in owner management.
# Weeks Reservtns	Type in a number of weeks this selection will not impact the system, it for reference only.
# Weeks Hold Invt	Type in a number of weeks this selection will not impact the system, it for reference only
Day of week	Look up (F8) and choose a day this selection will not impact the system, it for reference only.
Def. Stmt Form	Enter the default code for owner statement form here. Look up (F8) to search
Wk Order Post Code	Enter the posting code that will be used when posting closed workorders to owner folios. Look up (F8) to search.
Alert Clerk	Enter clerk code to alert a clerk when a rate type cannot be found for "Split Comp Rooms" during the commission processing.
Commission Only	Select "N" to have cheque processing look at all debits and credits before generating a cheque amount. Select "Y" Maestro so will not consider debits and credits before determining a Cheque amount for the owner; it will be based on income only.
Start Remittance	The number entered here will be the first Cheque number in the

	Cheque run when generating Cheques from Maestro. This number may be changed for each Cheque run. Note that number may NOT go backwards.
Remit Report Form	Enter the default code for Cheque report form here. Look up (F8) to search
Remit Posting Code	Enter the posting code used to post Remittance Cheques to the owner folio. Look up (F8) to search
Remit By Type	Options to post Cheque amounts include: U=Unit: When choosing this option a Cheque will be created for each owned unit. If one unit has revenue while the other has expenses, a cheque will be produced and the owner will get a statement that requires payment to the property. O=Owner: When choosing this option a Cheque will be created for each owner profile. P=Property: When choosing this option a Cheque will be created for each property. Example: If an owner owns two units in one property one Cheque will be produced. If an owner owns one unit in two different properties two cheques will be produced. This option is system wide and may not be change property to property
Developer Client	Enter developer client code even if a developer Client is not required
Crystal Own Stmt	Select "Y" if the owner statement has been set up as a crystal report select "N" if it is not.
Floating Units	Select "Y" if owners own unit types rather than unit numbers. If all owners own unit numbers then select "N"
Com Posting Code	Enter the posting code that is used for posting commissions to the owner folio. Look up (F8) to search
Calc Com Nightly	Select "N" here to process the commissions at the end of each statement period. Choosing "N" is a more accurate way of performing the commission processing. When performing the process once monthly it will allow Maestro to account for changes made to room revenue after room postings have occurred on the folio. Select "Y" here for reservation commissions to be calculated nightly in the audit and post to the owner statement.
Consolidate Stmt	Select "N" this is for future use.
Stmt Clsd Fol Srch	This is the number of days in the past Maestro will search folios to be processed on an owner's statement.
Cary Forward Aging	Select "Y", This is the standard selection and will carry forward aging for reporting
Age Payments	Select "N" to not age Payments or "Y" to age Payments
Age Discounts	Select "Y" this is the standard selection and will age Discounts.
Age by Effective Date	 <p>Aging can be "E" Effective date, the date of the posting Or "P" the date the statement is printed</p>
Stmt Hdr Date Override	Statement Header Date Override allows for a change on the date of the Statement Header; if a statement is printed on a Monday instead of the Saturday the date on the statement may be adjusted to reflect Saturday.

<p>Guest Type Flag</p>	 <p>This selection will Tell Maestro which Guest Type is Included in the Owner Management System. The selection here works in conjunction with the selection in the Special Names Maintenance screen under the Forms menu in Front Desk Maintenance.</p>
<p>Test Exceeds Max Nights</p>	<p>If 'Y' is Selected, then Maestro will check a reservation that is being changed; It will check if the new dates of the res exceed the maximum number of nights allowed by the number of days maximum set for the owners unit.</p>
<p>Complimentary Rooms:</p>	<p>The following fields determine if and how complimentary nights are handled</p>
<p>Allow Reservation</p>	<p>Select "Y" to allow complimentary bookings, even when maximum allowance has been exceeded. Select "N" to block complimentary bookings once maximum allowed has been exceeded.</p>
<p>By Threshold</p>	<p>Select "Y" if complimentary bookings are allowed and a threshold level by dollar amount is set. Select "N" if complimentary bookings have been blocked</p>
<p>Threshold Amt</p>	<p>Enter a threshold dollar amount if above two field were selected as "Y". If "N" was selected above then leave blank.</p>
<p>By Guest Type</p>	<p>This field indicates if a room should be considered a complimentary room based on a guest type. If this field is set to a "Y" then any reservation that has a guest type that matches the Comp Guest type in front desk maintenance will be considered a complimentary room.</p>
<p>Incl House Use</p>	<p>Select "Y" to include House Use reservations in the allowed complimentary bookings.</p>
<p>Split Comp Rooms</p>	<p>Select "Y" if the value of a complimentary reservation is shared amongst the owned units. If "N" selected it will not share the value of a complimentary reservation amongst the owned units.</p>
<p>Within Group Res</p>	<p>Selecting "Y" will split the complimentary reservation amongst all units in a group booking. Selecting "N" will apply the comp to just one unit</p>
<p>Within Unit Grp Tp</p>	<p>Selecting "Y" will split the complimentary reservation amongst all units in a specific unit group type within a group. Selecting "N" will apply the comp to just one unit.</p>
<p>Contracted Minimum Rate Type</p>	<p>A rate type must be assigned here that reflects the value of a complimentary reservation. This amount is what will be divided among units as specified above</p>
<p>Complimentary Room Split Post Code</p>	<p>The posting code entered here is the code the owner will see on their owner statement when complimentary reservations have been split among owned units.</p>
<p>Split Comp Rooms on Net/Gross</p>	<p>Select "N" to split the comp rooms based on the net income of the reservation. Select "G" to split the comp rooms based on the gross income of the reservation.</p>
<p>Reservations:</p>	<p>The fields below are used to specify owner reservation details when bookings are made via the owner management module.</p>
<p>Source of Business</p>	<p>Enter the default source of business for owner reservations.</p>
<p>Subsource of Business</p>	<p>Enter the default Subsource of business for owner reservations.</p>
<p>Guaranteed By</p>	<p>Enter the default Guaranteed by for owner reservations.</p>
<p>Rate Category</p>	<p>Enter the default rate category for owner reservations.</p>
<p>Rate Type</p>	<p>Enter the default rate type for owner reservations.</p>



Default Guest Type	Enter the Default Type for owner reservations
Receipt Code	F8 and select the settlement code for receipt distribution, this would have been created in Posting Code Maintenance
Statement Format	Select 1 or 2 this will be used in the system in the future
Create MF Folio	Select "Y" if a new Maintenance Fee folio should be created each time the Maintenance Fee processing is run. When this field set to either "N" or left blank the default is to create a new folio each calendar year
Unit/Intv MF	Select "U" if Maestro should create a new Maintenance Fee folio per Unit or Select "I" if Maestro should create a new Maintenance Fee folio per Interval.
Late Interest	Select "Y" if Late Fees will be charged, select "N" if not
Allocate Charges	Select "Y" if using Late interest fees, and charges should be allocated "N" if not
Allocate Settlements	Select "Y" if using Late interest fees, and settlements should be allocated "N" if not
1099 Sett. Incl. Record Type	Enter the posting code here that should be included in 1099 forms
1099 Report Commissions Only	Select "Y" to report only commissions on 1099 forms, select "N" to report income and commissions.
1099 Blank TIN Type	This indicator is able to differentiate between Company and Individual client Profiles. This information can then be communicated to the IRS in the form of an electronic 1099 Select a 'Y' from the look-up to show blank TIN types on the 1099 or 'N' to exclude