

Owner Commission Check Report

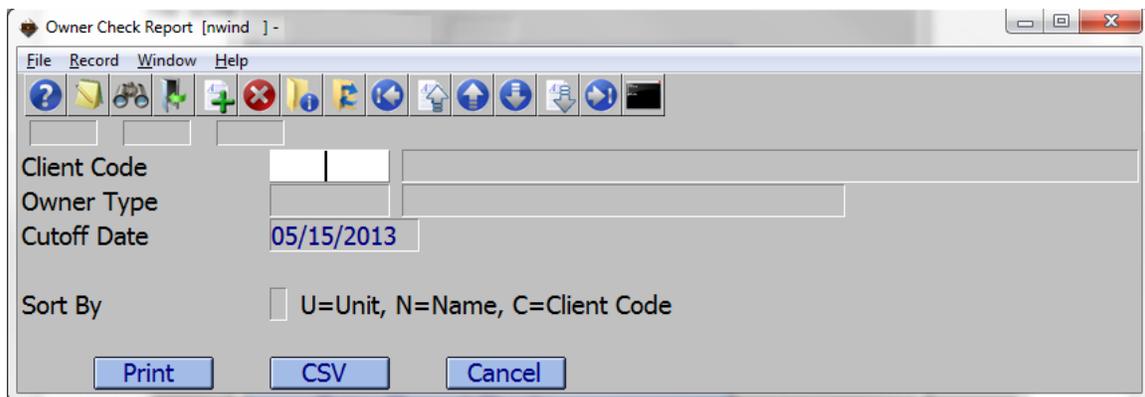
Quick Reference Guide

Owner Commission Check Report

This report shows the user what Maestro will calculate for an Owner Check. It will also show the closing balance for the Owners Owner Statement and show a difference between the two. This report has a CSV option to export directly to a .csv file.

When this report is first run Maestro calculates the outstanding check amount for every owner's folio. This may take a few minutes.

The screen looks like this:



The 'Client Code' field indicates whether the report should look at just this owner. If the Client Code field is left blank, then all owners will be printed on the report.

The 'Owner Type' indicates which owners should be included based on their owner type. If the Owner Type is left blank then all owners will be printed on the report.

The 'Cutoff Date' is the date the report will report on. Typically this will match the end date of the Process Past Commissions and the end date of the Owner Statements. The date is inclusive.

The 'Sort By' field indicates what order the report will print in. Setting this field to a 'U' for unit will cause the report lines to be sorted by Building Code and then Room Code. If the Sort By field is set to a 'N', then all report lines will be sorted by the Owners Name and finally choosing 'C' will sort based on the owner client codes.

The CSV option will output the report lines to a .csv file following all the same rules as other Maestro Reports with this option.

The sample section of the report shows a few owners with their totals. The first owner Whamra, Jaspal has postings with no building and room assigned. This is causing a row to show on the report with no Unit information.

The Owner # field is the client code of the owner.

The Name is the owner name.

The Unit # field contains the building and room code the owner owns.

The Status is the status of the Owners Unit.



The Stmt Close field is the closing balance from the Owners Statement as of the Cutoff Date plus one day. If the Cutoff date was July 31, 2013 then this field will be the closing balance of the end of business on this day (assuming the date is in the past).

The Calc Check\$ field is the Maestro calculated check amount. This number can be either positive or negative. If negative, it means the Owner is owed a check. If positive, it means a check will not be generated for this owner. This number should match the Stmt Close column.

The Check Amt field is the amount Maestro will cut the check for. If the Calc Check\$ field is zero or a positive number, then this column will be zero meaning the owner will not be getting a check.

The Difference field is the difference between the Stmt Close and the Calc Check\$. If there is a difference, it means Maestro has calculated a different amount than the ending balance of the statement. There are very few reasons how this can happen. One of the reasons could be from postings made to the owner with a blank building and room. These can cause 2 lines on this report with a negative amount for one and a positive amount for the other.

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Cutoff Date: 05/15/2013

Owner# Name	Unit #	Status	Stmt Close	Calc Check\$	Check Amt	Difference
2244 WHAMRA, JASPAL		A				
311 PAPONARO, MARK	FR 1101	A	-6620.68	-6620.68	-6620.68	
123 ZHANG, JOHN	FR 1102	A	-4843.59	-4843.59	-4843.59	