

# Owner Commission Room Revenue Report

## Quick Reference Guide

Date: November 15

### Introduction

This Quick Reference Guide will guide the user through the process of running the Owner Commission Room Revenue Report in the Owner Management module.

This report allows the property to compare what will be processed or what was processed within the Owner system, to the room revenue postings in Front Desk. It may be convenient to see what room revenue will get processed (or what was processed) for the Owner Commission Processing function, performed in Process Past Commissions.

### Run the Owner Commission Room Revenue Report

To run the Owner Commission Room Revenue Report

- ➔ Begin on the Owner Management Main Screen,
- ➔ Select the Reports menu
- ➔ Select Owner Commission Room Revenue Report to display the following screen.

By default the on screen display is based on the property the user has logged into. As each property using Maestro's Owner module may want to run the reports separately. The property can be changed by selecting the window menu and selecting "Property"

The report runs for a date range. Typically this will match the date range of the Process Past Commissions. The dates are inclusive.



Field Titles	Description
Include Travel Agent etc.	This field indicates whether the report should look at additional postings or not. If the property distributes non room revenue postings to the owners, then this option should be set to Y
This means that the property has 'Travel Agent etc' setup where the 'Post As' code matches the 100% revenue postings setup in the Commission Processing setup. If the property does not have any 'Travel Agent etc' setup where the 'Post As' code matches the 100% revenue postings setup in the Commission Processing setup, this field will default to 'N' and the user will not be allowed to change it.	
Summary Type'	Indicates how the report will run. There are 3 options:
1. Option 'D'	The report will run in <b>detail</b> mode. This means every room revenue posting will come out on the report. This option is only good for getting necessary details when tracking down why some postings are not getting distributed properly. The details will be output in the order chosen by the Sort By field in the report. This mode will also print the section totals at the end of the report.
2. Option 'S'.	The report will run in <b>summary</b> mode. Depending on the Sort By field, this mode will either summarize by Unit or Date. If sorting by Unit then summary mode will summarize by building and room code. If sorting by Date then summary mode will summarize by the effective date of the postings. This mode will also print the section totals at the end of the report.
3. Option 'T'.	The report will run in <b>totals</b> mode. It will only print the section totals for the report.
'Sort By'	If the 'Summary Type' field is set to a 'T', then this field will be ignored because there is no sort order for Totals only. Selecting 'D' will cause the report lines to be sorted by Effective Date, Building Code and then Room Code. Selecting 'U', will cause the report lines will be sorted by Building Code, Room Code and then Date.

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

**There will be no sub-totals output when processing in CSV mode.**

The Total section of the report has several sub-totals. Each section is referred to as either 'Distributed to Owner' or 'Not Distributed to Owner'.

If 'Not Distributed to Owner' there is a brief description of why.

Here is an outline of the different sections for the report.

**Section A** Owned and in Rental Pool

This is the revenue that should be distributed to the Owner. This should represent the majority of room revenue.

**Section B** Owned and NOT in Rental Pool

The amount of revenue in this section is not distributed to the owner. The reason for this is the postings fall in a time period where the owner is listed as not being in the rental pool. This is from entries in the Owner Reservations screen.

**Section C** Owned and Reservation is Owner Guest Type

The amount of revenue in this section is not distributed to the owner. The reason for this is the postings belong to a reservation where the guest type indicates it is an owner guest type. Any room revenue postings belonging to a reservation with an owner guest type do not get distributed.



**Section D** Unit is NOT owned

The amount of revenue in this section is not distributed to the owner. The reason for this is the postings belong to a building and room combination which is not owned by any owner.

**Section E** Blank Room and Reservation has multiple pcs Inventory

The amount of revenue in this section is not distributed to the owner. The reason for this is the postings do not have a building and room associated with them and the reservation that they are associated with have multiple pieces of inventory. Because of this, the commission processing function does not know which owner to distribute them to.

**Section F** Not associated with a Reservation

The amount of revenue in this section is not distributed to the owner. The reason for this is the revenue is not associated with a reservation. This can happen if there is a Global Posting Code Breakdown happening at night audit time that is breaking out room revenue posting codes. As well, if any room revenue gets transferred to a Permanent Folio they will not be associated to a reservation. As well, if someone creates a new folio in A/R and creates a room revenue posting to this new folio, or transfers room revenue postings into this folio, they will not be associated with a reservation.

**Section G** Missing FDREVSHARE Record

The amount of revenue in this section is not distributed to the owner. The reason for this is there is no fdrevshare record so the commission processing does not recognize the revenue is there. Generally speaking an fdrevshare record will get created for all room revenue associated with a reservation. There may not be fdrevshare records created for room revenue not associated to a reservation and for that reason some revenue that could be in section F could fall into section G.

**Section H** Blank Room and Reservation has NO Inventory

The amount of revenue in this section is not distributed to the owner. The reason for this is there is no building code and room code listed on the posting and the associated reservation has not inventory. In this case, the commission processing does not know which owner to distribute the revenue to.

**Section I** Room revenue posted to incorrect property

The amount of revenue in this section is not distributed to the owner. The reason for this is the property the posting was posted to does not match the property the building and room belong to. This usually means that a user ignored the warning by Maestro that they were in the incorrect property and went ahead and posted room revenue anyway.

Sample Report Section

07/04/2013 12:30pm TC2300		Maestro Manor		Page 1	
Owner Commission Room Revenue Summary Report					
From Date 04/01/2013		To Date 04/30/2013			
S	Bld	Room	Date	Owner Name	Amount
A	F	1101		SAPONARO, MR FRANK	5,933.52
A	F	1102		ZHANG, CHAO	3,901.92
A	F	1103		POLA, RADHIKA	2,853.63

- This is in Summary mode.
- The Date is blank because this example report was run in Building and Room sequence.
- The Amount is the total of the front desk room revenue which should be distributed to this owner for this building and room code.



If this report is run in date sequence, the Building and Room code columns will be left blank.

In both summary and detail mode, there are sub-totals after each section. Unless output is to a .csv, then there are no sub-totals.

**NOTE:**

There are 2 system options which control how the Commission Processing deals with Adjustment Room Revenue. This report will not report accurately if either of these system options are not set to Y. To properly post all room revenue and room revenue adjustments to owners, these system options must be turned on.

System Option 473, Commission Processing Restrict End. Default value is turned off (set to either blank or N). When set this way the Commission Processing (Process Past Commissions) function will check for adjustments made to reservations which were checked out in the previous month yet there were adjustments made in the current month before the Commission Processing was run. These adjustments will get processed.

So, for example, if the Commission Processing is being run for October and it is currently November 5<sup>th</sup>, if there is an adjustment done to a reservation which checked out in October and the adjustment was posted between November 1 and November 5<sup>th</sup> (any time before the Commission Processing was run), the routine will pick-up this adjustment and process it as if it was posted in the previous month. With system option 473 set to Y, this posting will be ignored (for the time being – see next system option description).

System Option 476, Commission Processing Process Adjustments. Default value is turned off (set to either blank or N). When set this way the Commission Processing function will ignore all room revenue adjustments posted in the previous month for reservations which checked out in the month previous to that month.

If the system option (476) is turned on, set to Y, the commission processing will check for room revenue adjustments made to reservations which were checked out in a previous month and process those room revenue adjustments. For example, if a reservation was checked out in October (or any month earlier than October) and there was a room revenue adjustment done in November and the Commission Processing is run in December, the room revenue adjustment from November will get picked up and posted to the Owner.