

Owner Commission Setup

Quick Reference Guide

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Introduction

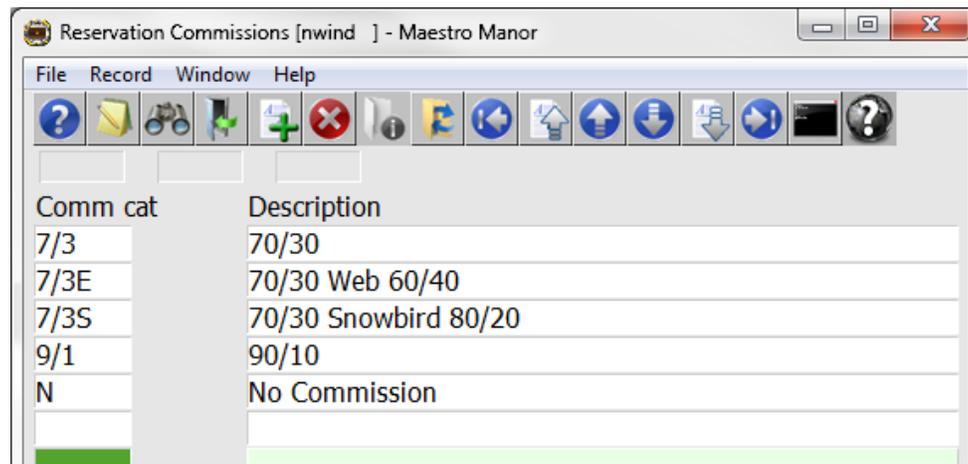
This Quick Reference Guide will guide the user through the process creating Commission Setups in the owner Maintenance module and changing an individual reservation setup

The commission setup is unique to each property and may be individualized for each owner the Commission Setup is assigned along with the Service Charge and Service Charge Fees per unit owned.

Creating Commission Structure

To create a new Commission structure:

- ➔ Begin on the Owner Management Maintenance Main Screen,
- ➔ Select the Setup menu, and then
- ➔ Select Reservation Commissions 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 have unique commission strategies. The property can be changed by selecting the window menu and selecting "Property".

Once the property has been selected, a new Reservation Commission structure can be created by creating (F6) to generate a new line, enter a maximum of 4 characters in the "Comm cat." field and up to 30 characters for the Description

It is important to note that the description field in this program is for information only it does not print on the Owner Statement.



Commissions are built in minimum sets of two, the first page of set is gross revenue to the owner and the second is the Management or Agent Share of gross revenue.

Once the new Commission Category has been created, drill down (F5) to display the Reservation Commissions Details Screen.

Line title	Explanation
Commission Cat.	The information from the Owner Commission page to remind the user which commission set is being built
Line Number	Line numbers are groups or set of commission setups if a 7/3 has a different setup if a specific guest or rate type is used line numbers are used to group them see in further screen shots.
Gross/Mgmt Fee	Sets are built Gross first and Management fee next this tell Maestro where the percentage belongs
Rate Type	If a rate type is entered here maestro will look for this rate before completing a commission split if no rate is entered Maestro will look for the Guest Type
Guest Type	If a Guest type is entered here maestro will look for the Guest type before completing a commission split if no Guest type is entered Maestro will look at the room revenue
Length of stay flag	The LOS in the setup records must be equal to or less then the length of stay of the reservation.
Min. LOS Units	At what point should Maestro start administering the Commission
Room Revenue Y/T	Is a redundant field and will be removed.
Direct Amount	Is commission based an amount of a direct booking
Direct Percentage	Is commission based on Percentage of a direct booking
Travel Agent Amount	Is commission based an amount of a T/A booking
Travel Agent Percentage	Is commission based on Percentage of a T/A booking
Tour Op Amount	Is commission based an amount of a Tour OP booking
Tour Op Percentage	Is commission based on Percentage of a Tour OP booking
GDS Agent Amount	Is commission based an amount of a GDS booking
GDS Percentage	Is commission based on Percentage of a GDS booking
Post as Code	Look Up (F8) posting code or type it in.



There is a hierarchy in the system that dictates which field: Rate Type, Guest Type, LOS Flag, LOS Units will be used to process the commission.

This means when looking for the set of (two) commission category setup records, to use for commission revenue and charging the owner for the commission management fee the system will:

- See if there is a set of records where the Rate Type matches the guest reservation. If so, it will use these records to determine the commission rules. If there is no matching Rate Type then it will:
- See if there is a set of records where the Guest Type matches the guest reservation. If so, it will use these records to determine the commission rules. If there is no matching Guest Type then it will:
- Use the set of 2 records where the LOS Flag and Units match the reservation. The LOS in the setup records must be equal to or less then the length of stay of the reservation.

Below is a sample of the 7/3 split

The first page shows that 100% of the room revenue is allocated to the owner,

The second page that shows 30% of the 100% is dispatched as Management Fee

Reservation Commissions Details [nwind] - Maestro Manor

Commission Cat. 7/3 70/30
 Line Number 10
 Gross/Mgmt Fee G

Rate Type
 Guest Type
 Len of Stay Flag D
 Min. LOS Units 1 DAY
 Room Revenue Y/T Y

Direct Amount
 Direct Percentge 100.0000
 Travel Agent Amt
 Travel Agnt Perc 100.0000
 Tour Op Amount
 Tour Op Percent 100.0000
 GDS Amount
 GDS Percentage 100.0000
 Post as Code COM1

Reservation Commissions Details [nwind] - Maestro Manor

Commission Cat. 7/3 70/30
 Line Number 10
 Gross/Mgmt Fee M

Rate Type
 Guest Type
 Len of Stay Flag D
 Min. LOS Units 1 DAY
 Room Revenue Y/T Y

Direct Amount
 Direct Percentge 30.0000
 Travel Agent Amt
 Travel Agnt Perc 30.0000
 Tour Op Amount
 Tour Op Percent 30.0000
 GDS Amount
 GDS Percentage 30.0000
 Post as Code COM2

Below is a sample of what the owner statement may display in the guest stay section.

Guest Stays		Res #	Gross Revenue	Agent Share of Gross	Owner Net Revenue
Arrival	Departure				
01/01/09	01/05/10	15489	(5,468.00)	1,640.40	(3,827.60)
01/16/10	01/20/10	45721	(2,347.00)	704.14	
	(1,642.90)				
01/29/10	02/01/10	55412	(2,286.00)	685.80	
	(1,600.20)				



If commission changes based on the Length of stay the commission split may change based on the number of days or months

Reservation Commissions Details [nwind] - Maestro Manor

File Record Window Help

Commission Cat. 7/3S 70/30 Snowbird &

Line Number 10

Gross/Mgmt Fee G

Rate Type

Guest Type

Len of Stay Flag D

Min. LOS Units 1 DAY

Room Revenue Y/T Y

Direct Amount

Direct Percentge 100.0000

Travel Agent Amt

Travel Agnt Perc 100.0000

Tour Op Amount

Tour Op Percent 100.0000

GDS Amount

GDS Percentage 100.0000

Post as Code COM1

Reservation Commissions Details [nwind] - Maestro Manor

File Record Window Help

Commission Cat. 7/3S 70/30 Snowbird &

Line Number 20

Gross/Mgmt Fee M

Rate Type

Guest Type

Len of Stay Flag D

Min. LOS Units 1 DAY

Room Revenue Y/T Y

Direct Amount

Direct Percentge 30.0000

Travel Agent Amt

Travel Agnt Perc 30.0000

Tour Op Amount

Tour Op Percent 30.0000

GDS Amount

GDS Percentage 30.0000

Post as Code COM2

Reservation Commissions Details [nwind] - Maestro Manor

File Record Window Help

Commission Cat. 7/3S 70/30 Snowbird 80/20

Line Number 30

Gross/Mgmt Fee M

Rate Type

Guest Type

Len of Stay Flag D

Min. LOS Units 30 DAYS

Room Revenue Y/T Y

Direct Amount

Direct Percentge 20.0000

Travel Agent Amt

Travel Agnt Perc 20.0000

Tour Op Amount

Tour Op Percent 20.0000

GDS Amount

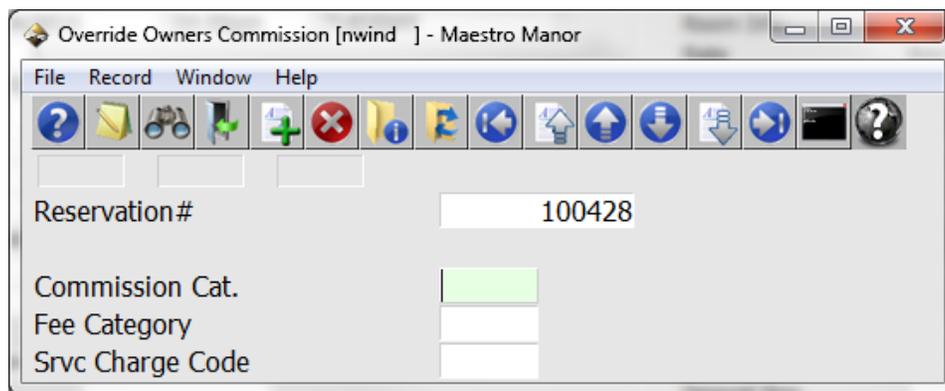
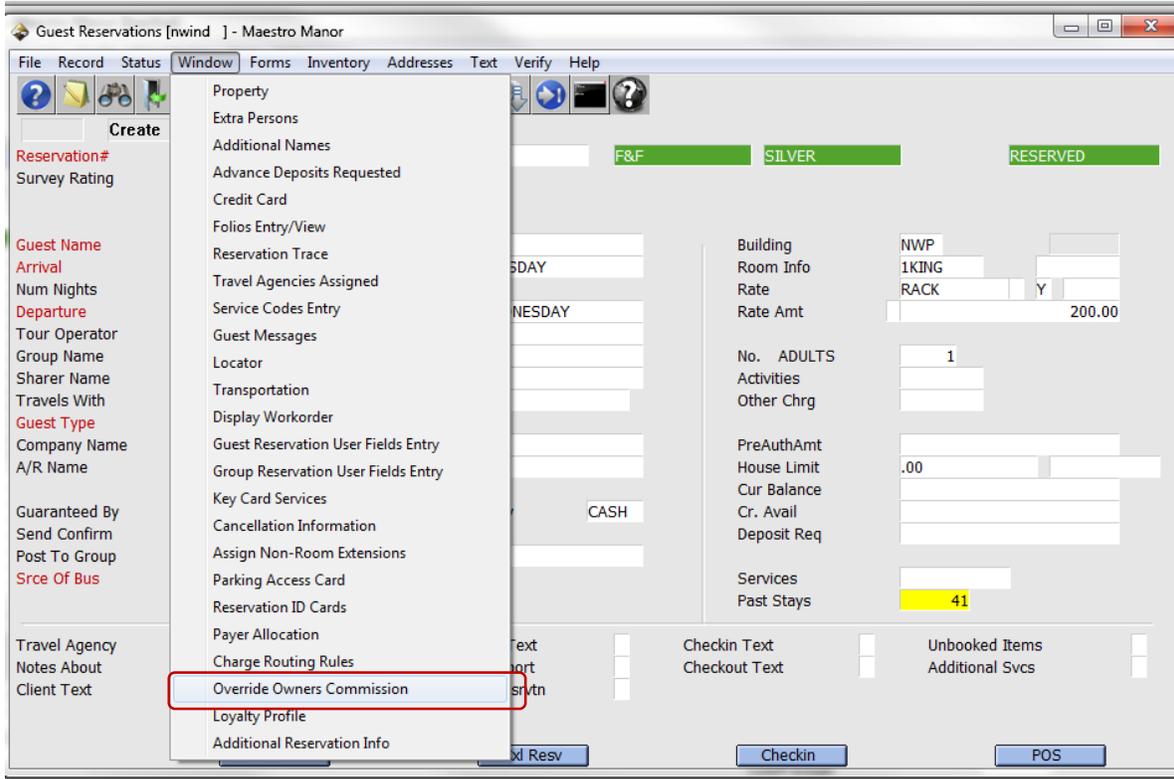
GDS Percentage 20.0000

Post as Code COM2

In this case if a guest stays 30 or more days the commission changes from 30% for the first 30 days to 20% for the following days.

To Modify an Individual Reservation

An Owner or Property may want to change the preset commission structure on a specific reservation before the process is run. A user can accomplish this by finding the reservation in question: under the window drop down menu select "Override Owners Commission"



Look up (F8) on the field(s) that require a change, and select the new set up.

Note, this function can be restricted to authorized levels of management though Global Maintenance.



Program Security Maintenance [nwind] - Northwind Hotel

File Record Window Help

Clerk Group Code

Project	Module	Program	
AR	AR	ARAR	ACCOUNTS RECEIVABLE MENU
AR	MN	ARMN	ACCOUNTS RECEIVABLE MAINTENANCE MENU
FD	FD	FD2000	&MANAGEMENT REPORTS...
FD	FD	FDFLASHREP	FLASH REVENUE REPORT
FD	FD	FDRESCOMM	VERRIDE OWNERS COMMISSION
FD	MN	FDMN	FRONT DESK MAINTENANCE MENU