

Owner Revenue Distribution

Quick Reference Guide

Published Date: November 15

Introduction

This Quick Reference Guide will guide the user through the process of using the monthly Owner Revenue Distribution; which is an alternative method of Owner Commission distribution..

Setup

- ➔ Begin on the Owner Management Maintenance Main Screen
- ➔ Select the Setup menu
- ➔ Select Monthly Revenue/Expenses Information Setup to display the following screen.

	Amount	Posting Code
Misc Revenue		
FD Expense		
A&G Expense		
Sales&Marketing Exp		
Repair & Maint Exp		
Fixed Expenses		
Misc Expense 1		
Misc Expense 2		
Misc Expense 3		
Management Fee %		
Refurbishment Fee %		

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 setup requirements. The property can be changed by selecting the window menu and selecting "Property"

Complete the fields using the information below.

Note: the dollar amounts are not generated by Maestro, but from the property accounting system and will be distributed amongst the owned units based on the revenue generated. Posting codes are required to have the amounts display on the statements.



The Process Past Commissions program is used to determine the room revenue per property and unit which posts to the owner folio. The profit centers per posting code (or group of Codes) are used to display the expenses on the Owner Statement.

See the end of this document for a sample of the distribution formulas.

This format of Owner Distribution does not give the property back a percentage of the room revenue; it does take all the expenses the property allocates and divides the amount between the owners based on the revenue generated per unit.

Field Name	Description
Date	The date that the process should run from typically the end of the previous month
Misc Revenue	This Dollar Amount is not generated by Maestro specifically; it may be a combination of posting codes and management input, or just a management input of figures.
FD Expense	This number is not generated by Maestro it is the dollar amount that represents the Front Desk expenses incurred by the property
A&G Expense	This number is not generated by Maestro it is the dollar amount that represents the Advertising & General Expenses incurred by the property
Sales & Marketing Exp	This number is not generated by Maestro it is the dollar amount that represents the Sales & Marketing expenses incurred by the property
Repair & Maint Exp	This number is not generated by Maestro it is the dollar amount that represents the Repair & Maintenance expenses incurred by the property
Fixed Expense	This number is not generated by Maestro it is the dollar amount that represents the Fixed expenses incurred by the property
Misc Expense 1	This number is not generated by Maestro it may be used for an expense not mentioned above; this field can be left blank
Misc Expense 2	This number is not generated by Maestro it may be used for an expense not mentioned above; this field can be left blank.
Misc Expense 3	This number is not generated by Maestro it may be used for an expense not mentioned above; this field can be left blank
Management Fee %	This is the Percentage of the Total <u>Unit</u> Revenue that is allocated to the Management Fee
Refurbishment Fee %	This is the percentage of the Total <u>Unit</u> Revenue that is allocated to the refurbishment holding account.



Owner Distribution Calculations

Total resort figures

Property room rev	\$ 2,500.00	
mis rev	\$ 500.00	Non-Maestro
Total Property Rev	\$ 3,000.00	
FD exp	\$ 600.00	Non-Maestro figures
A&G exp	\$ 240.00	
S&M exp	\$ 270.00	
R&M exp	\$ 120.00	
Fixed exp	\$ 60.00	
* Mgnt fee	\$ 165.00	5.5% (3000*5.5%)

5.50% Property allocated amount



Individual Unit Figures ** (Based on % of unit rev/resort rev.)****

	Unit 100		Unit 101	Total
Unit room rev	\$ 1,500.00		\$ 1,000.00	\$ 2,500.00
mis rev	\$ 300.00	** 1500/2500=60%, 500*60%	\$ 200.00	\$ 500.00
Total Unit rev	\$ 1,800.00		\$ 1,200.00	\$ 3,000.00
FD exp	\$ 360.00	'(1800/3000)*600	\$ 240.00	\$ 600.00
A&G exp	\$ 144.00	'(1800/3000)*240	\$ 96.00	\$ 240.00
S&M exp	\$ 162.00	'(1800/3000)*270	\$ 108.00	\$ 270.00
R&M exp	\$ 72.00	'(1800/3000)*120	\$ 48.00	\$ 120.00
Fixed exp	\$ 36.00	'(1800/3000)*60	\$ 24.00	\$ 60.00
* Mgnt fee	\$ 99.00	'1800*5.5%	\$ 66.00	\$ 165.00
Total Expenses	\$ 873.00		\$ 582.00	\$ 1,455.00
Total room rev	\$ 1,800.00		\$ 1,200.00	
Total Expenses	-\$ 873.00		-\$ 582.00	
Total Rental Distribution	\$ 927.00		\$ 618.00	
Refurbishment fee	\$ 63.00	1800*3.5%	\$ 42.00	-\$ 42.00
Net Owner Distribution before fees and utilities	\$ 864.00		\$ 576.00	

Misc expenses 1 - 3 work the same as the FD Exp, (based on the percentage of, unit room revenue / resort room revenue)