

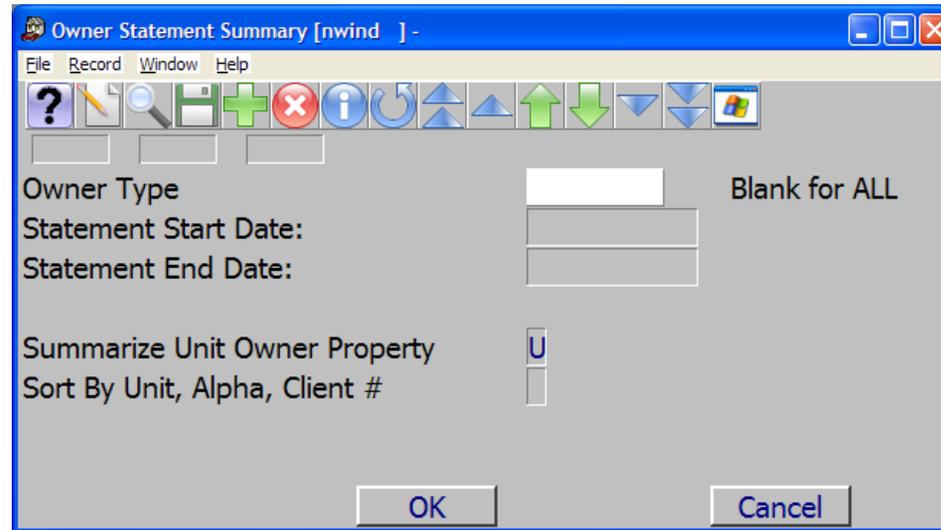


Owner Statement Summary User Guide

Quick Reference Guide

The Owner Statement Summary provides a summary for each owner by property of the charges and credits the owner has accumulated over a specified period of time.

The Statement Summary is within the Reports pull-down menu within Owner Management.



The Owner Type allows the user to only run the report for a specific Owner Type. If this field is left blank, the report will run for all owners.

Statement Start Date, is the starting date of the report. All charges and credits for the owners before this date will be added into the Beg Bal column.

Statement End Date is the ending date of the report. All charges and credits after this date will be ignored.

Summarize Unit Owner Property, allows the report to be summarized by Owner Unit 'U', summarized by Owner 'O' or summarized by Owner and Property 'P'.

Sort By Unit, Alpha, Client # allows the report to be sorted in different manners. Enter 'U' to sort by Unit Number, 'A' to sort by Owner Name alphabetically or 'N' to sort by owner client code.



Here is an example of the layout

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OWNER RENTAL SUMMARY

Period Beginning: 06/01/2008 Period Ending: 06/30/2008

Owner# Name	Unit #	Status	Beg Bal	Revenue	House Com	Misc Cheques	Misc Credits	Charges	End Bal.
102070 JOHNSON, BRUCE & KATHRYN	GS 1020	A	-1123.64	-3345.60	1406.08	1123.64		545.40	-1394.12
546347 LEONE, ROLAND	GS 1021	A	-1139.99	-3158.01	1374.69	1139.99		1698.08	-85.24

Owner # and Name is the client code and name of the owner.

Unit # is the actual building and room code of the owned unit.

Status is the Status Code of the unit found within the Owner Units screen.

Beg Bal is the opening balance. This is all charges and credits totaled which occurred before the Start Date.

Revenue is a total of all postings which have a Record Type (found within Posting Code Maintenance) of 'REV' which fall within the Statement Start Date and the Statement End Date.

House Com is the total of all postings which have a Record Type of 'MGTFEE' which fall within the Statement Start and End Dates. This column represents the management fee that the property collects on behalf of the owner.

Misc Cheques is the total of all postings which have a Record Type of 'CHEQUE' which fall within the Statement Start and End Dates. This column represents the amount of checks which have been given to the owner within the dates of the summary.

Misc Credits is the total of all payment postings which do not belong to Misc Cheques and also fall within the Statement Dates.

Charges is the total of all charge postings which do not belong to one of Revenue or House Com and also fall within the Statement Dates.

End Bal. is the ending balance for the owner. This is a total of all columns and should represent the balance of the Owner as of the Statement End Date.