

# Owner Type Maintenance

## Quick Reference Guide

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### Introduction

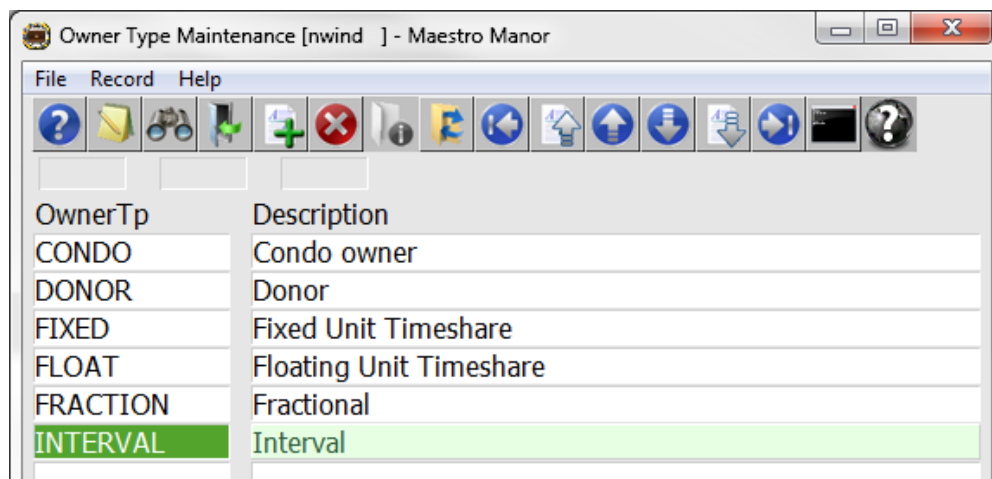
This Quick Reference Guide will guide the user through the process of creating and using Owner Types in the Owner Management Maintenance module

Owner Types can be used when running reports, process commissions, post owner checks and to running the "Owner Make Batch Reservation Process".

### Setup Owner Guest Types

To create or review a new Maintenance Fee Schedule:

- ➔ Begin on the Owner Management Maintenance main screen
- ➔ Select the Codes menu, then
- ➔ Select "Owner Type Maintenance" to display the following screen.



Owner Types are global; if multi property all owner types required for each property must be created on this screen. If existing Owner Types have been associated with an owner, the system will not allow deletion.

To create a new owner type, F6 to create a new line; enter a maximum of 8 characters in the "OwnerTp" field and up to 30 for the Description

#### Note:

1. Only one Owner Type may be attached to any client even if that owner owns multiple types of units. It may be helpful to include Mixed as a type.
2. This Owner Type field is not one that can be made mandatory, so please be careful if using Owner Types be sure they are on the clients who need them.

## Associating an Owner Type to an Owner Profile

### New Profile

From the Owner Management main screen

- ➔ Select the Profile menu
- ➔ Select "Profile" (F6) to create a client profile.

Refer to the QRG "Owner Profile" if required, to create an Owner Profile.

After the client profile is complete the owner profile screen will display; Look Up (F8) on Owner Type  
Select the appropriate Owner Type

Owner Profile [nwind] - Maestro Manor

File Record Window Reserve Banking Status Help

Client Code 58662 Status NEW ACCOUNT  
Category INDIVIDUAL  
Alert

Owner Type  Building Outstanding

Personal Title M/M

First Name Jim

Middle Name

LastName/Company Comartin

Salutation

To change the default status of New Account  
Select the Status Drop down menu  
Select Activate Owner

### Existing Profile

If adding a new Owner type or changing an Owner Type on an existing profile, From the Owner Management main screen:

- Select the Profile menu, and then
- Select "Profile" (F8) to Lookup a client profile.

Refer to the QRG "Owner Profile" if required, to look up an Owner Profile.

On the owner profile screen highlight the Owner Type field, (F8) Look Up to select the appropriate choice

Owner Profile [nwind] - Maestro Manor

File Record Window Reserve Banking Status Help

Client Code 58643 Status ACTIVE  
Category INDIVIDUAL  
Alert

Owner Type  Building Outstanding NWP 415

Personal Title D/D

First Name Anne

Middle Name

LastName/Company Mintan

Salutation



## Using Owner Types in Reporting

### Owner Statement Report

From the Owner Management main screen:

- ➔ Select the Reports menu
- ➔ Select "Owner Statement Report" this report can print Owner Statements based on a specific Owner Type.

Owner Statement Report [nwind ] - Maestro Manor

File Record Window Help

Client Code

Owner Type

Account Name To Print From:

Account Name To Print To:

Minimum Amount To Print:

Maximum Amount To Print To:

### Owner Statement Summary

From the Owner Management main screen:

- ➔ Select the Reports menu
- ➔ Select "Owner Statement Summary" this report can print Owner Statement Summary based on a specific Owner Type.

Owner Statement Summary [nwind ] - Maestro Manor

File Record Window Help

Owner Type  Blank for ALL

Statement Start Date:

Statement End Date:

Summarize Unit Owner Property

A portion of the summary is displayed below.

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OWNER RENTAL SUMMARY

SUMMARIZED BY OWNER

Period Beginning: 05/01/2014 Period Ending: 05/31/2014

Owner# Name	Unit #	Status	Beg Bal	Revenue	House Com	Misc Cheques	Misc Credits	Charges	End Bal.
51761 ANSTEAD HOLDINGS		A	2266.08						2266.08
4723 ANSTEAD, TERRY		A							
57997 BAER, MAX		A							
30031 BARLOW, KIM		A	367.36						367.36
20668 BARNES, DARLENE		A	364.00						364.00
51771 BATTEL'S BOATS		A							

## Owner Make Batch Reservation Process

From the Owner Management main screen:

- ➔ Select the Accounting menu
- ➔ Select "Owner Make Batch Reservation Process" if the property has timeshare units with installment codes into the future this process will "batch" make the reservations till the last installment date or end date, and can be based on a specific Owner Type.

For further information see the QRG "Owner Make Batch Reservation"

## Owner Check Report

From the Owner Management main screen:

- ➔ Select the Accounting menu
- ➔ Select "Owner Check Processing"
- ➔ Select "Check Report". After the commission process is complete and the cheques have been run, this report will document the check amount, and can be based on Owner Type.



Below a portion of the Owner Check Summary is displayed.

Owner#	Name	Unit #	Status	Stmt Close	Calc Check\$	Check Amt	Difference
341	FAREWELL TRAVEL		A	754.42			754.42
799	MILAN, ELIZABETH		A				
4643	WAGNER, DOUG		A	52.68			52.68
4723	ANSTEAD, TERRY		A	2266.08			2266.08
4726	PAUL, WENDY		A				
4777	CAMBRIAN CHEMICALS		A				
4784	UNIVERSITY OF LEARNING		A	960.63			960.63
4812	LABATT BREWERIES		A	182.00			182.00

### Owner Commission Check Production

From the Owner Management main screen

- ➔ Select the Accounting menu, then
- ➔ Select "Owner Check Processing", and then
- ➔ Select "Check Production". After the commission process is complete and the user is ready to print the cheques this Process is used and may be run based on an "Owner Type"

Owner Commission Check Production [nwind ] - Maestro Manor

File Record Window Help

Client Code

Owner Type

Currency Code

Cut-off Date 05/31/2014 Inclusive

Remit Type (c=cheque e=eft b=both)

Report Form TCCHQ

EFT Batch Date

Cheques will be printed

COUNT OK Cancel