

Profit Center & Rate Categories / Record Type Quick Reference Guide

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Introduction

This Quick Reference Guide will help the user create Profit Centers and Rate Categories for use in the Owner Management Module.

Both Profit centers and Rate Categories are assigned to posting codes which are used to setup Maestro Owners Statements and the Owner Statement Summary report.

Profit Centers

To create or review a Profit Center:

- ➔ Begin on the Global Maintenance Main Screen,
- ➔ Select the Codes menu
- ➔ Select Profit Center Charges to display the following screen.

Centre	Description
1	Owner Commissions
10	Association Dues
15	Utilities
20	Housekeeping
30	Maintenance
40	Special Charges
90	Adjusted room Revenue%
98	Commission Check Distribution
99	Payments to Property

Owner expenses are categorized into subsections on the Owner Statement based Profit Centers. Each expense posting code requires a dedicated Profit Center. Profit Centers 2 – 89 can be used and will display on the statement in numerical order.

Note the chart below in Rate Category/ Record Types for Profit Centers 1, 90, 98 and 99.

Example: Expense Profit centers, any number between 2 and 89

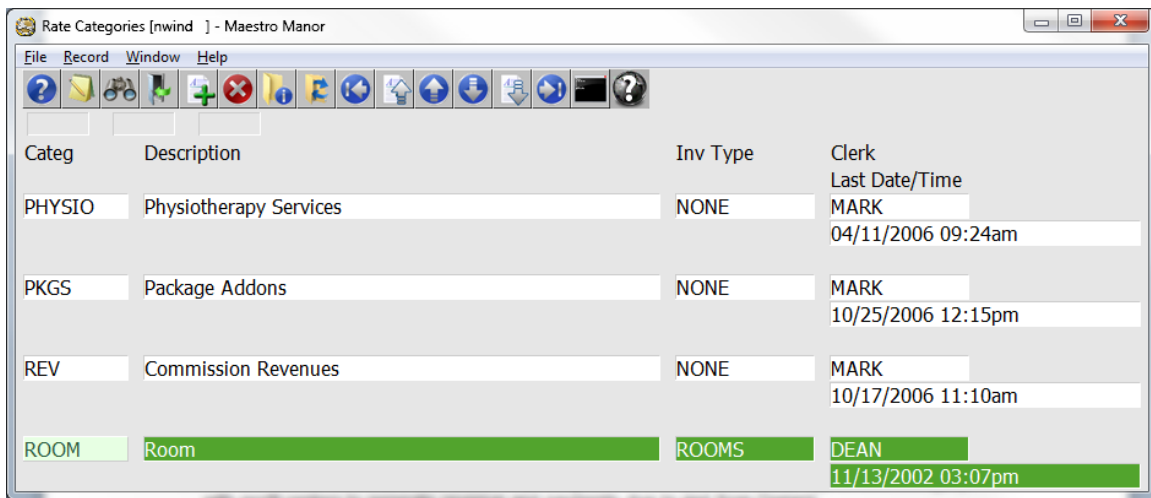
Profit Center	Description	Posting Code Sample	PC Description
10	Association Dues	OAD	Homeowner Accs Dues
15	Utilities	OUTL	Owner Utilities
20	Housekeeping	OHDC	Owner HK Deep Clean
20	Housekeeping	OHCC	Owner HK Check-Out Clean
30	Maintenance	OMRP	Owner Maintenance Repairs
30	Maintenance	OWO	Owner Work Order

Record Type/Rate Category

Maestro Owner Statement also looks for posting codes with specific Record Types/Rate Category with profit centers to generate revenue and payments due to and from Owners.

To create or review a Record Type/Rate Category:

- ➔ Begin on the Front Desk Maintenance Main Screen,
- ➔ Select the Rates menu
- ➔ Select Rate Category to display the following screen.



Fill in the fields based on the chart below.

Field Name	Description
Categ	Name of the category for Owner Management see the required (3) Categories
Description	The full description up to 30 characters
Inv Type	Use None only rooms will have Inventory
Clerk	The clerk who created the Category
Last Date/Time	The last time the Category was altered



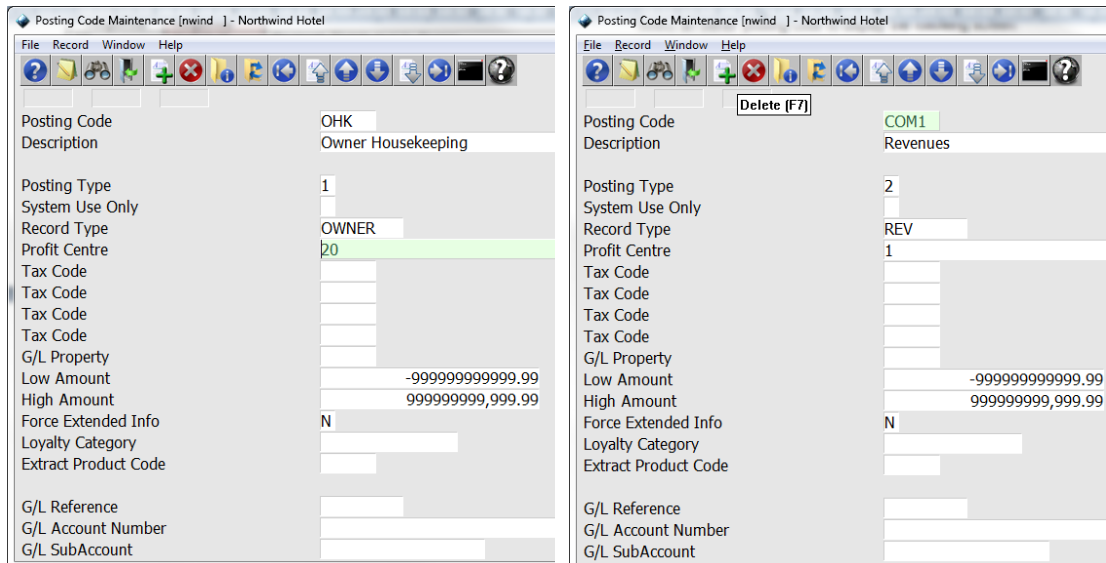
Required Setup: Profit centers 1, 90, 98 and 99 are also required as shown

Profit Center <i>Required</i>	Record Type <i>Required</i>	Information displayed on Statement
98	CHEQUE	Payment Distributed to Owner
99		Payments Received from Owners
1	REV	Owner Gross Room Revenue derived from the Commission Processing
1	MGTFEE	Management Fee Agent Share of Gross
90		Revenue Adjustments made on the owner folio.

Posting Code

To create or review a Posting Code:

- ➔ Begin on the Global Maintenance Main Screen,
- ➔ Select the setup menu
- ➔ Select Posting Code Maintenance
- ➔ Select an owner posting code to display one of the following screens.



Look up (F8) in record type and profit center to select the appropriate selection.

Screen 1, Owner Housekeeping has a profit center of 20 it is an expense to the homeowner and will appear in numerical order in the expenses section of the owner statement.

Screen 2, Revenues has a Record type of REV and a profit center of 1 the record type of Rev will place a total value of the posting code on the Owner Statement Summary, representing room revenue from Guest Reservations.

The profit center of 1 is used on the owner statement under the Guest Stays section representing room revenue from Guest Reservations.