

# Travel Agent Charges Setup for Owner Commission Quick Reference Guide

Published Date: November 15

## Introduction

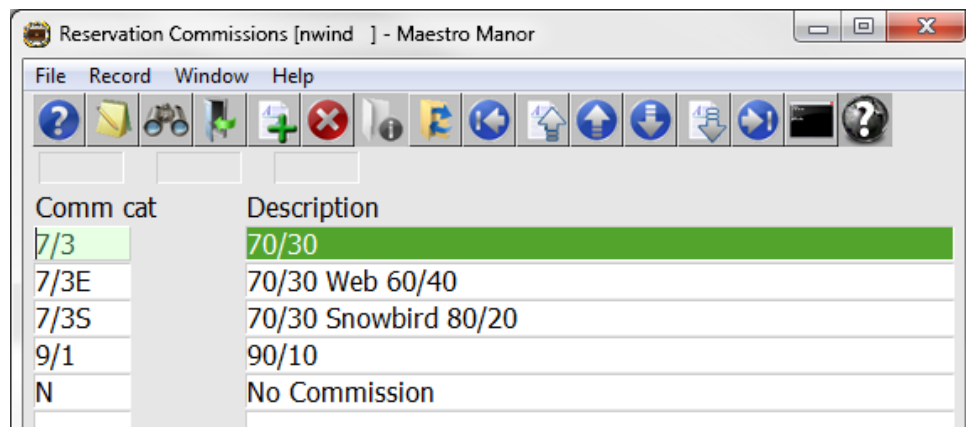
This Quick Reference Guide will guide the user through the process of creating Travel Agent Charges in the owner Maintenance module

Typically this is used to charge the homeowner for Travel agent Commission, but it may be used for any charge that the property wants to apply to a homeowner based on the commission category assigned to the owned unit. Maestro will charge the homeowner a flat rate or a percentage for every occurrence of the posting code assigned to this screen, from the guest reservation

## Creating a new Travel Agent Charge

To create a new Travel Agent Charge:

- Begin on the Owner Management Maintenance Main Screen,
- Select the Setup menu,
- 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 installment strategies. The property can be changed by selecting the window menu and selecting "Property".

Highlight the Commission Category that requires a Travel Agent Charge, select the window menu and then select Travel Agent Charges Etc. to display the following screen.

Reservation Travel Agent Charges [nwind ] - Maestro Manor

File Record Window Help

Commission Cat. 7/3 70/30

Line Number

Posting Code

Rate Type

Guest Type

Direct Amount

Direct Percentage

T/A Actual Y/N

Travel Agent Amt

Travel Agnt Perc

Tour Op Amount

Tour Op Percent

GDS Amount

GDS Percentage

Post as Code

Net/Gross

Room Revenue Y/N

Complete the fields as described in the table below.

Field Name	Explanation
Commission Cat.	These fields will default to the code and description of the commission category chosen on the previous screen.
Posting Code	Select (F8) to lookup a posting code and make a selection. This is the posting code that will be used if not a room category code to calculate the commission.*see note
Line Number	The line number will default to "1"
Direct Amount	If splitting the T/A commission with management enter the commission dollar amount leave blank to use percentages.
Direct Percentage	If splitting the T/A commission with management enter the commission percentage that will go to the property management. Ex: If the commission split is 60% to the owner and 40% to the property enter 40% here.
T/A Actual Y/N	Use the Travel agent commission as per the individual Travel Agency set up
Travel Agent Amt	Enter an amount if using whole amounts or leave blank to use percentages.
Travel Agent Perc	Enter property management commission percentage here that is to be used if the reservation is booked via a travel agent.
Tour Op Amount	Enter an amount if using whole amounts or leave blank to use percentages.
Tour Op Percent	Enter property management commission percentage here that is to be used if the reservation is booked via a tour operator.
GDS Amount	Enter an amount if using whole amounts or leave blank to use percentages.
GDS Percentage	Enter property management commission percentage here that is to be used if the reservation is booked via a GDS.
Post as Code	Enter the posting code that will post on the owner statement



Gross/Mgt Fee	Enter "M" to instruct Maestro that this posting amount is the Management Fee out of the Gross room revenue Enter "G" to instruct Maestro to use the Gross Room Revenue
Room Revenue Flag	Select "Y" if the charge should be based on the room revenue or Select "N" if it should not be based on room revenue.

### Samples

- If the property requires a commission on a posting code not in room revenue category use this field. An example: if every time a charge of "Activities" is used on the guest reservation occupying the owners unit, the owner is charged a flat fee or a percentage, of the value of the charge posted, this screen may be used, as displayed in the first screen shot.
- If the Room Revenue Flag is set to a "Y" the posting code entered on the third line, will be disregarded, only posting codes within the category of "Room" will be considered when the commission process is running, as displayed in the second screen shot.
- The Reservation Travel agent Charges may only be used for one type of transaction.

Reservation Travel Agent Charges [nwind] - Maestro Manor

File Record Window Help

Create

Commission Cat. 7/3 70/30  
Line Number 10

**Posting Code ACT**

Rate Type  
Guest Type

Direct Amount  
Direct Percentage 5.0000

T/A Actual Y/N  
Travel Agent Amt  
Travel Agnt Perc 5.0000

Tour Op Amount  
Tour Op Percent 5.0000  
GDS Amount  
GDS Percentage 5.0000  
Post as Code COM3

Net/Gross G  
Room Revenue Y/N N

Reservation Travel Agent Charges [nwind] - Maestro Manor

File Record Window Help

Commission Cat. 7/3E 70/30 Web 60/40  
Line Number 1

Posting Code RM1 NOT USED

Rate Type  
Guest Type

Direct Amount  
Direct Percentage

T/A Actual Y/N Y  
Travel Agent Amt  
Travel Agnt Perc

Tour Op Amount  
Tour Op Percent  
GDS Amount  
GDS Percentage  
Post as Code COM5

Net/Gross G  
Room Revenue Y/N Y