

Grouping Unit Type in Owner Management

Quick Reference Guide

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Introduction

This Quick Reference Guide will guide the user through the process of creating Unit Groupings in the Owner Management Module.

The Grouping Unit Types is the ground work for all Maestro Maintenance Fees and/or charges such as electricity, cable, internet, monthly carrying fees, etc., that are charged to an owner on a scheduled basis, it may take a group discussion to figure out the grouping types.

Create a new Grouping Unit Type

To create a new Grouping Unit Type:

- ➔ Begin on the Owner Management Maintenance main menu screen
- ➔ Select the Codes Menu,
- ➔ Select Grouping Unit Type Maintenance to display the following screen.

UnitType	Description	Perm Cln
2QQ	2 Queen	
3DD	3 Double	
KFLT	King Floating	58641
KOWN	King owner Occupied	
KREN	King in Rental pool	
STES	Suites	

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 unit Groupings. The property can be changed by selecting the window menu and selecting "Property".

Once the property has been selected, a new Grouping Unit Type can be created by creating (F6) to generate a new line, enter a maximum of 4 characters in the "UnitType" field and up to 30 characters for the Description

- **A Permanent Client number is not required for groupings unless they are "floating".
- Each of the unit types may have a different set of Maintenance Fees linked to them



Maintenance fees are charged by unit groupings, each grouping can have a separate set of maintenance fees charged by:

- ✓ the unit type,
- ✓ the size of the unit
- ✓ the location of the unit
- ✓ the usage of the unit (an owner can live in their unit or put it in a rental pool)
- ✓ or a combination of any of the above

A unit may only belong to one grouping; however a unit may be removed from one grouping and added to another.

Note: if even one room is not assigned to a room type in a grouping then all the other rooms must be assigned.

Step Two Floating Units

A floating unit is a room or unit type that typically is owned by the week, the owner owns a king unit but not a specific king (Unit Number). Reservations made for the owner in a king, could be in a different room or section of the hotel. If there are charges or fees associated they will be grouped together with all the owners owning the same set of floating units then distributed based on the configuration set up. The permanent client is where Maestro collects the data does the math and redistributes the revenue or income if needed.

A permanent client is created in Accounts Receivable and an Owner Profile is created in the Owner Module although this profile does not need to have any units linked to it.

Owner Profile [nwind] - Maestro Manor

File Record Window Reserve Banking Status Help

Client Code 58641 Status NEW ACCOUNT
Category COMPANY
Alert

Owner Type FLOAT Building Outstanding
Personal Title
First Name
Middle Name
LastName/Company Floating Units
Salutation
Title
Address 1 Postal Mail Opt Out N
Address 2
Zip/Postal Code L3R 9YY
City Markham
State/Province ON Country CA

Phone Number 555-555-1234 PhoneExt
Home Phone
Cell#
Fax Number
Pager Number
Email Address Email Opt Out Y
Owner Password
Owner Hint

Federal ID
Other Tax ID
Reporting Type
Owner Text

Clerk Code
Date Created 07/17/2014
Last Date/Time 07/17/2014 09:49am

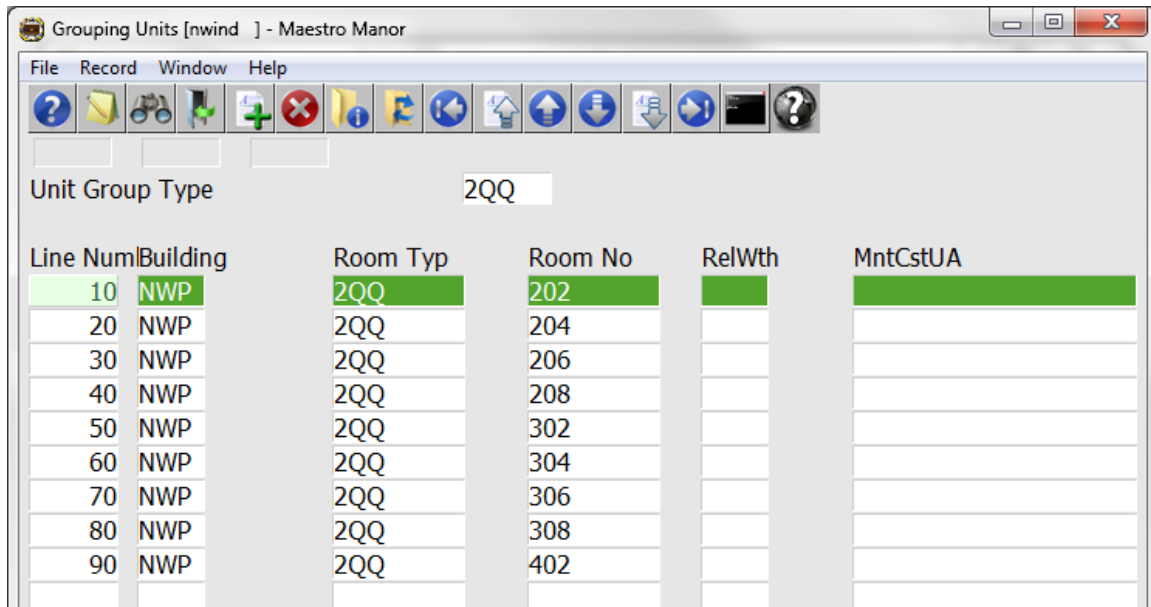
** Please see creating an Owner Profile QRG for more information

A grouping of floating units is also used to assign rooms on an owner profile.

Add a Unit to a Grouping Unit Type.

To add a new unit to Grouping Unit Type:

- ➔ Begin on the Owner Management Maintenance main menu screen
- ➔ Select "Grouping Unit Type Maintenance"
- ➔ select one of the previously created groupings and Drill down (F5) to display the following screen



Complete the fields using the chart below,

In this sample only 9 of the 12 2QQ are in this grouping so each room number was entered separately.

Field Name	Description
Line Num	F6 to create a new line
Building	(F8) Look up in the Building Field or type it in,
Room Type	(F8) Look up in the Room Type or type it in. (groupings may include more than one room type)
Room Number	If all rooms in the room type are in the Room Grouping it is not necessary to enter any room number, however if even one room is not in the grouping all rooms in the type must be entered in the grouping
RelWth	For Future Use
MntCstUA	Maintenance Cost by Unit Area, see QRG Maintenance Fee by Area

In this sample, the "Stes" Suites grouping, there are three room types and all room numbers of those types are part of the grouping so here, no room numbers are entered.

Grouping Unit Type Maintenance [nwind] - Maestro Manor (Inactive)

File Record Window Help

UnitType	Description	Perm Cln
2QQ	2 Queen	
3DD	3 Double	
STES	Suites	

Grouping Units [nwind] - Maestro Manor

File Record Window Help

Unit Group Type: STES

Line Num	Building	Room Typ	Room No	RelWth	MntCstUA
10	NWP	4SUITE			
20	NWP	5EXEC			
30	NWP	6PRES			