

Owners Statement

The Owners Statement provides detailed tracking of debits (expenses) and credits (accommodation income) due to the for each Owner Unit. This report is typically run at the end of a month or fiscal quarter to report bookings and corresponding financial transactions per unit.

The Owner's statement can be generated for current, past or future date ranges. It displays the bookings and, debits and credits associated with the room number assigned to the Owner.

Each night of each booking is listed with the Nightly Rate in the column "Rate". If the booking is Active or Complete and Room Rent has been charged, the amount will appear in the column "Rent" with a corresponding commission due in the column "Credit".

If the booking has not been charged any Room Rent yet, then the "Rent" and "Credit" column will remain at \$0.

It is important to note that if you are taking Group Bookings that include an owner owned unit or room, the transactions posted to the Group Master Folio will not automatically appear on the Owner's Statement Only transactions (debits and credits) posted to primary folio of Individual bookings will display on this statement. For instructions on how to include the transactions posted to a Group Master Folio in a Group Booking, please see [Owner's Statement - Group Bookings](#).

In this section

To generate Owner statements, go to the Front Desk

- Go to REPORTS | MANAGERS REPORTS and choose Owners Statement
- Choose a date range (this can either be in the past or future).
- Choose the Owner from the drop down list
- Click on the format of the statement: HTML, EXCEL, CSV
- Click generate report

The Statement displays transactions for COMPLETED bookings, ordered by departure date, during the Statement date range. Every night of each booking is listed with the Nightly Rate, Actual Rent charged and the commission due in the Credit Column.

- **Rate: Displays standard nightly rate.**
- **Rent: Actual rate charged for the night**
- **DEBIT** : Calculates the expenses charged to the unit AND the amount disbursed or paid to the Owner during the date range.
- **CREDIT** : Calculates the amount due to the Owner for commission. This is number is calculated with the commission % entered in the Owner information.

On The Divide Hotel

On The Divide
 Erica Johnson
 PO BOX 1828
 Nederland, CO CO
 333-333-3333

Owner Statement

User: |
 Date: February 04, 20
 Time: 4:51 p

Start Date: November 14, 2014
 End Date: April 28, 2015

Trans #	Date	Reference	Vendor	Rate	Rent	Debit	Credit
BK:16502	14-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:16502	15-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:16510	16-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:16510	17-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:16510	18-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:16510	19-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:16510	20-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:17517	22-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:17517	23-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:17517	24-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:17517	25-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:17523	26-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:17523	27-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:17523	28-NOV-2014	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:20001	08-JAN-2015	RM:103		\$75.00	\$0.00	\$0.00	\$0.00
BK:20001	09-JAN-2015	RM:103		\$75.00	\$0.00	\$0.00	\$0.00
BK:20001	10-JAN-2015	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:20001	11-JAN-2015	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:25501	31-JAN-2015	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
BK:29501	21-APR-2015	RM:103		\$90.00	\$90.00	\$0.00	\$49.50
BK:29501	22-APR-2015	RM:103		\$75.00	\$75.00	\$0.00	\$41.25
EX:19214	27-APR-2015	RM:103	Bob's Plumbing : Fix Sink			\$150.00	\$0.00
PY:19217	27-APR-2015	Commission Payment				\$200.00	\$0.00
PY:19218	27-APR-2015	Vacation Rental - Commission				\$200.00	\$0.00
Totals				\$1,590.00	\$1,440.00	\$550.00	\$792.00
Amount Due: \$242.00							