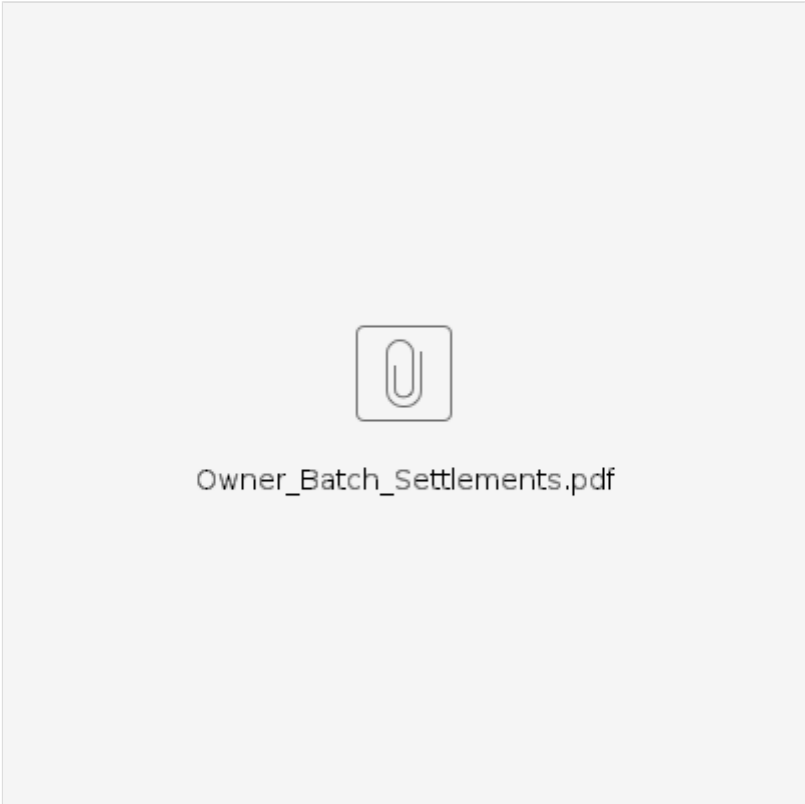


Batch Reporting for Owners

For customers who have both the Owner's Module and MyCard system (credit card processing built-in) the Owner's Area 'batch Report' reports on all credit and debit batch events by Owner. Thus, an accountant who wishes to post CREDITS (payment) and DEBITS (refunds) to an Owner's account can easily do so from the Batch Report. Here is an example of one that assumes there are 3 Owners: Whispering Love, Silver Lake, and Pine Tree as example of how a Batch Report would look when reporting with your Owner names.



- Note that the Batch Report would not include cash transactions; nor folio payments/refunds that occurred on either a Group Booking folio (a Group is a collection of units, not a single unit) nor folio payments/refunds that occurred on the House Account.
- Nor would the Owner name necessarily be accurate for a booking that stays in *multiple units during their stay*. Because BookingCenter would have no way to discern which payment was related to which night of a multi-unit stay, the batch report uses the *arrival unit* as the one to report on. In the example batch Report above, if a Booking were to arrive on Oct 28th in the Whispering Love unit, stay for 2 nights, then move to the Silver Lake unit on Oct 30, the entirety of the Owner's batch report would list the "Whispering Love" as that is the 'arrival' unit of the booking.

Owner's Area