

Owners Statement | Group Bookings

The Owners Statement provides detailed tracking of debits (expenses) and credits (accommodation income) due to the for each Owner Unit. 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 posted to the primary folio of Individual bookings displays on the statement.

However, if you do have a Group Booking with the charges and payments posted to the Group Master Folio and you need the transactions posted to the Owner's Statement, there are two options available:

- Option 1: Transfer Payments from the Master Group Folio to Primary Folio in Individual Booking
- Option 2: Combine Group Booking Report with the Owner's Statement

NOTE: To automatically post charges to either the Group Master or Individual Folios in a Group, use the "**Charge To**" setting before adding the bookings to the Group. This setting is located in the Booking Data tab of the Group Booking and in the Group Booking Wizard. See [Charge To - Group Bookings](#)

Owners Tab

Option 1: Transfer Payments from the Master Group Folio to Primary Folio in Individual Booking

Group Bookings can have charges and payments posted to either a Group Master Folio or to the Primary Folios of Individual Bookings in the Group. If you have a Group Booking which has all of the charges and payments posted to the Individual Bookings in the Group, then the Room Rent transactions will automatically be included in the Owner's Statement.

However, IF you have a Group Booking with all of the charges and payments posted to the Group Master Folio and, you want the transactions posted to the Owner's Statement, then you can either create a set of transactions to account for the Room Rent Charges and Payments or transfer the Room Rent Charges to the primary folios of the individual bookings in the Group. For step-by-step instructions on how to transfer charges and payments between folios, see [Group Folios | Transfer Charges](#)

Option 2: Combine Group Booking Report with the Owner's Statement (We recommend generating both reports in Excel for easier formatting)

First, generate the **Owner's Statement**

- Go to **REPORTS | ACCOUNTING 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

Then, generate the **Group Booking Report**

- Go to **REPORTS | GROUP REPORTS** and choose Rooming List
- Choose the **same date range** that you selected for the Owner's Statement.
- Click on the format of the statement: HTML, EXCEL, CSV
- Click generate report

The Group Booking Report will display a list of the Bookings in the Group by Room Number. Add this list to the Owner's Statement

Owner's Statement: Displays transactions for COMPLETED bookings during the Statement date range. Every night of each booking is listed with the Nightly Rate, the Actual Rent charged, and the commission due in the Credit Column.

Group Bookings - Rooming List: Displays each booking by Room that part of a Group Booking.

The following information displays on the Owner Statement Report:

- **Trans #:** Booking or Confirmation #
- **Date:** Date of booking with each night listed starting with the arrival date and ending with the departure date. For example, a 3 night booking from April 10-13 would have three lines listed, one for each night of the booking.
- **Reference:** Room # assigned to booking. This corresponds to the Owner Unit.
- **Vendor:** If a charge has been made (Debit column), then the Vendor name will appear here.
- **Rate:** Displays standard nightly rate entered for the booking.
- **Rent:** Actual room rent charged for the night. If the booking is Active or Complete and Room Rent has been charged, the amount will appear here. If the amount is different than the rate, then an adjustment was made to Room Rent in the Folio. Please go to the guest folio.
- **DEBIT :** Calculates any 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.

The following information displays on the Rooming List

- **Guest Name:** Name of the Individual Guest or the Group Name depending on how the bookings were entered.
- **Trans #:** Booking or Confirmation #
- **Rate:** Displays standard nightly rate entered for the booking.
- **Room Type:** Displays the Room Type Description
- **Room:** Displays Room number or name.
- **Adults/Children/Infants:** Displays number of guests.
- **Arrval Date:** Date of arrival
- **Departure Date:** Date of Departure