

Owner Statement Summary Report

The Owner Statement Summary Report provides a summary of all bookings, total charges, expenses, disbursements in the selected date range. It is typically run to report bookings, per unit, for future dates that *may* become financial events Owner(s) will be paid for. The Owner's statement can be generated for current, past or future date ranges and will display bookings, debits and credits by room number.

The Statement displays transactions for ALL bookings listed by **arrival date** during the Statement date range that have not been cancelled.

Each booking is listed with the total room rent due (which may be different to what is *actually* charged to the Folio in the future) under 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.

The difference between this [Owners Statement Report](#) and this Owner Statement Summary Report is that the Summary report returns all bookings with an ARRIVAL date between the range, so that a SUMMARY can be sent to the Owner for what may/not actually occur with Room Rent. Whereas the STATEMENT report is meant to make a financial payment to an Owner, as the STATEMENT report tracks actual Room Rent added to the folio(s). Thus, the Summary report may list a Booking that arrived between the range but no Room Rent had been charged between the dates, so the STATEMENT doesn't show it.

This report is typically run to send to Owner(s) to report bookings and corresponding financial transactions per unit **for the future's arrivals**. Then , when the folios get actual monies paid for Room Rent, the [Owners Statement Report](#) is sent to Owner(s) showing what is actually owed based on stayed values.

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 the [primary folio](#) of Individual bookings 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](#).

Accounting Reports

- [Guide to Accounting Reports](#)
- [Accounts Receivable Aging Report](#)
- [Advanced Charges Report \(ARC\)](#)
- [Advanced Deposits Report](#)
- [Future Arrivals](#)
- [Owners Statement Report](#)
- [Owner Statement Summary Report](#)
- [Tax Transactions Report](#)
- [Transaction Summary](#)
- [Transactions](#)
- [Travel Agent Commission Report](#)
- [OTA Booking Reconciliation Report](#)

To generate Owner Statement Summary, go to REPORTS | ACCOUNTING REPORTS

- Choose **Owner Statement Summary**
- 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 following information displays on the Owner Statement Summary 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.

On The Divide Hotel

24461 Hwy 119
Nederland, CO 80466
###-###-####

Start Date: January 1, 2017
End Date: June 17, 2017

Owner Summary Statement

User: BC
Date: June 17, 2017
Time: 3:05 pm

Trans #	Arrival Date	Departure Date	Disbursement Date	Reference	Vendor	Rate	Rent	Debit	Credit
BOOKINGS									
73502	06-MAR-2017	10-MAR-2017		RM:202		\$340.00	\$0.00	\$0.00	\$0.00
88514	13-JAN-2017	17-JAN-2017		RM:102		\$440.00	\$440.00	\$0.00	\$132.00
88516	15-JAN-2017	12-MAY-2017		RM:105		\$425.00	\$340.00	\$0.00	\$102.00
88517	15-JAN-2017	20-JAN-2017		RM:202		\$425.00	\$340.00	\$0.00	\$102.00
88528	18-JAN-2017	22-JAN-2017		RM:2SUITE		\$1,400.00	\$300.00	\$0.00	\$90.00
88531	19-JAN-2017	10-MAY-2017		RM:102		\$525.00	\$0.00	\$0.00	\$0.00
88532	25-JAN-2017	30-JAN-2017		RM:102		\$375.00	\$0.00	\$0.00	\$0.00
88535	25-JAN-2017	30-JAN-2017		RM:105		\$375.00	\$0.00	\$0.00	\$0.00
88538	21-JAN-2017	24-JAN-2017		RM:105		\$270.00	\$0.00	\$0.00	\$0.00
88542	01-MAR-2017	02-MAR-2017		RM:102		\$85.00	\$0.00	\$0.00	\$0.00
88544	12-JUN-2017	17-JUN-2017		RM:105		\$440.00	\$0.00	\$0.00	\$0.00
88548	13-MAY-2017	16-MAY-2017		RM:105		\$270.00	\$270.00	\$0.00	\$81.00
DISBURSEMENTS									
PY:23988			30-MAY-2017					\$185.00	\$0.00
Totals						\$5,370.00	\$1,690.00	\$185.00	\$507.00
						Amount Due: \$322.00			