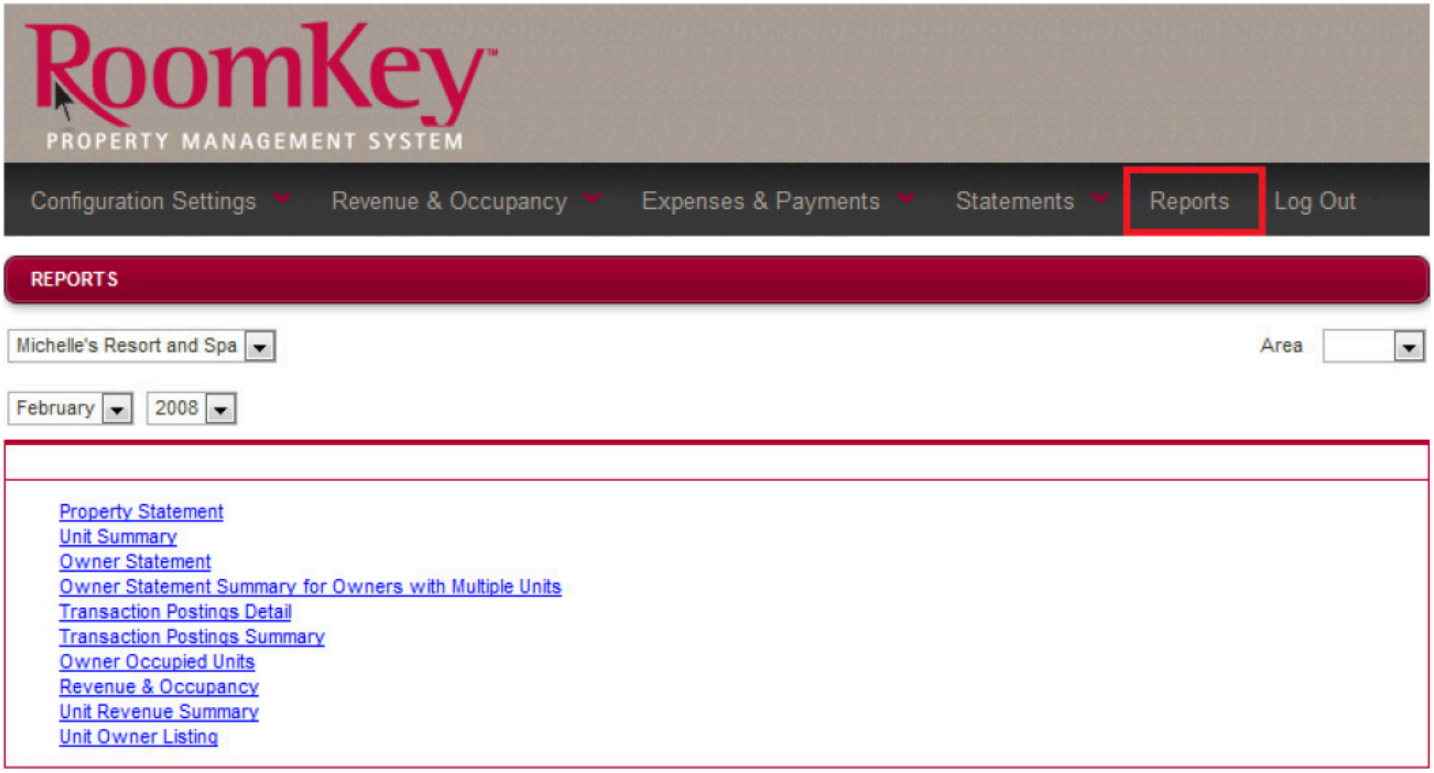
Reports

The following article reviews the reports that can be accessed in the Reports Menu of Owner's Accounting.

Reports Menu

Click on **Reports** in the menu.



Property Statement

This report shows all expenses, taxes and payments grouped together for all units. Each area is broken down into Transaction Codes.

1 / 1 Main Report 100%

- Revenue
- Collected Taxes
- Expenses
- Taxes

The Eastern Hotel
1526 Dresden Row
Halifax, Nova Scotia
B3J 3K3
kmaclean@welcometorsi.com

Property Statement

		July 2010	Year to Date
Revenue			
Room Charge		$2,629.15	$2,875.00
	Total Revenue	**$2,629.15**	**$2,875.00**
Collected Taxes			
Collected Tax		$89.59	$101.89
	Total Collected Taxes	**$89.59**	**$101.89**
Expenses			
Guest Housekeeping Fee		($585.00)	($585.00)
Management Fees		($1,037.55)	($1,148.19)
Satellite Television		($240.00)	($1,480.06)
Maintenance Fees		($15.00)	($85.00)
Credit Card Commissions		($45.36)	($45.36)
Snow Removal Fee		$0.00	($30.00)
	Total Expenses	**($1,922.91)**	**($3,373.61)**
Taxes			
Sales Tax		($56.80)	($134.97)
Withholding Tax		($357.18)	($357.18)
	Total Taxes	**($413.98)**	**($492.15)**
	Net Profit (Loss)	**$381.85**	**($888.87)**

Unit Summary

A summarized view of the owner statements.

1 / 1+ Main Report 100%

- 101
- 102
- 103
- 104
- 105
- 106
- 107
- 108
- 109
- 110
- 201
- 202
- 203
- 204
- 205

The Eastern Hotel
1526 Dresden Row
Halifax, Nova Scotia
B3J 3K3
kmaclean@welcometorsi.com

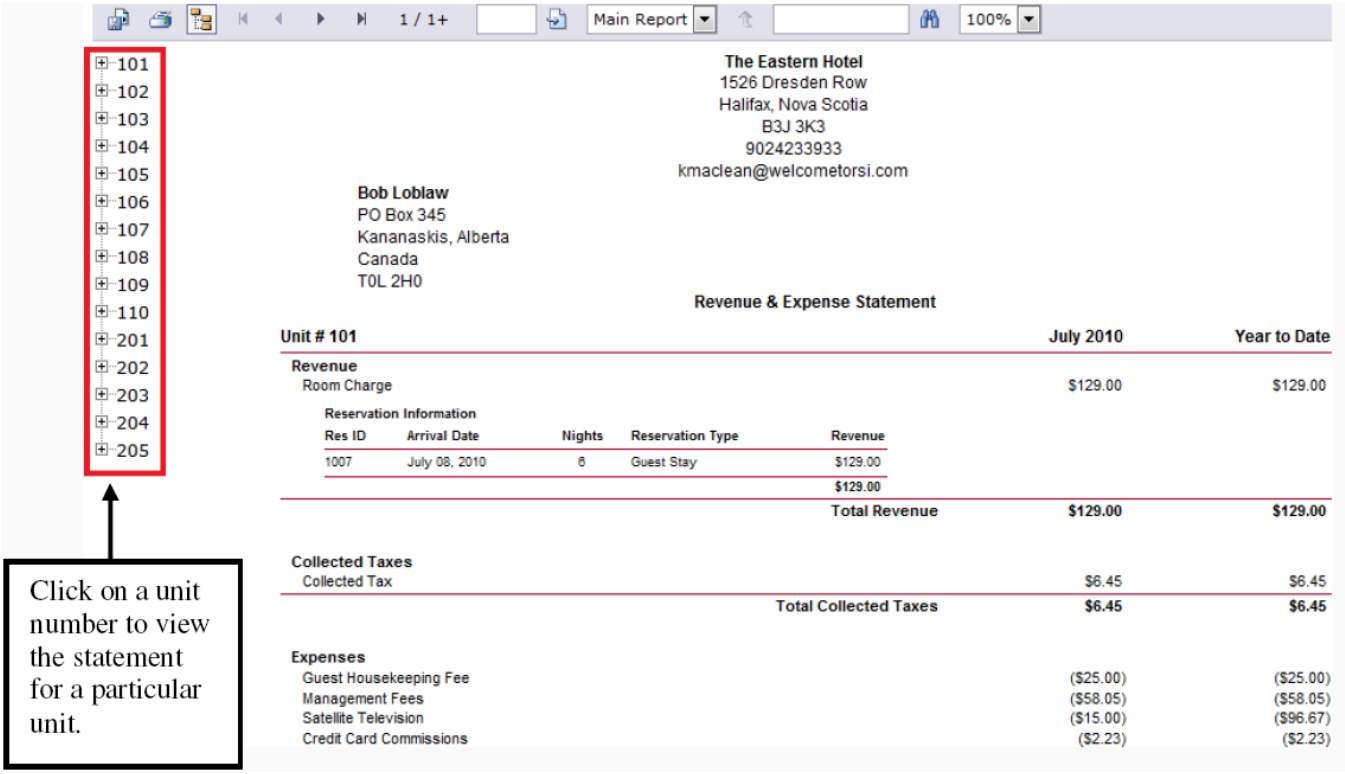
Unit Summary

July 2010

Owner Name	Revenue	Collected Taxes	Expenses	Taxes	Payments	Previous Balance	Final Balance	YTD Balance
101								
Loblaw, Bob	$129.00	$6.45	($100.28)	($3.20)	$0.00	($104.40)	($72.43)	($72.43)
Days Vacant: 25 Days Owner: 0	**$129.00**	**$6.45**	**($100.28)**	**($3.20)**	**$0.00**	**($104.40)**	**($72.43)**	**($72.43)**
Days Rented: 6 Days Closed: 0								
102								
Chaplin, Charlie	$64.50	$3.23	($51.91)	($18.13)	$0.00	($65.71)	($68.02)	($68.02)
Keith, Alexander	$64.50	$0.00	($26.11)	$0.00	$0.00	($45.84)	($7.45)	($7.45)
Days Vacant: 25 Days Owner: 0	**$129.00**	**$3.23**	**($78.02)**	**($18.13)**	**$0.00**	**($111.55)**	**($75.47)**	**($75.47)**
Days Rented: 6 Days Closed: 0								
103								
Cash, Johnny	$116.10	$0.00	($92.64)	$0.00	$0.00	($76.67)	($53.21)	($53.21)
Days Vacant: 27 Days Owner: 0	**$116.10**	**$0.00**	**($92.64)**	**$0.00**	**$0.00**	**($76.67)**	**($53.21)**	**($53.21)**
Days Rented: 4 Days Closed: 0								

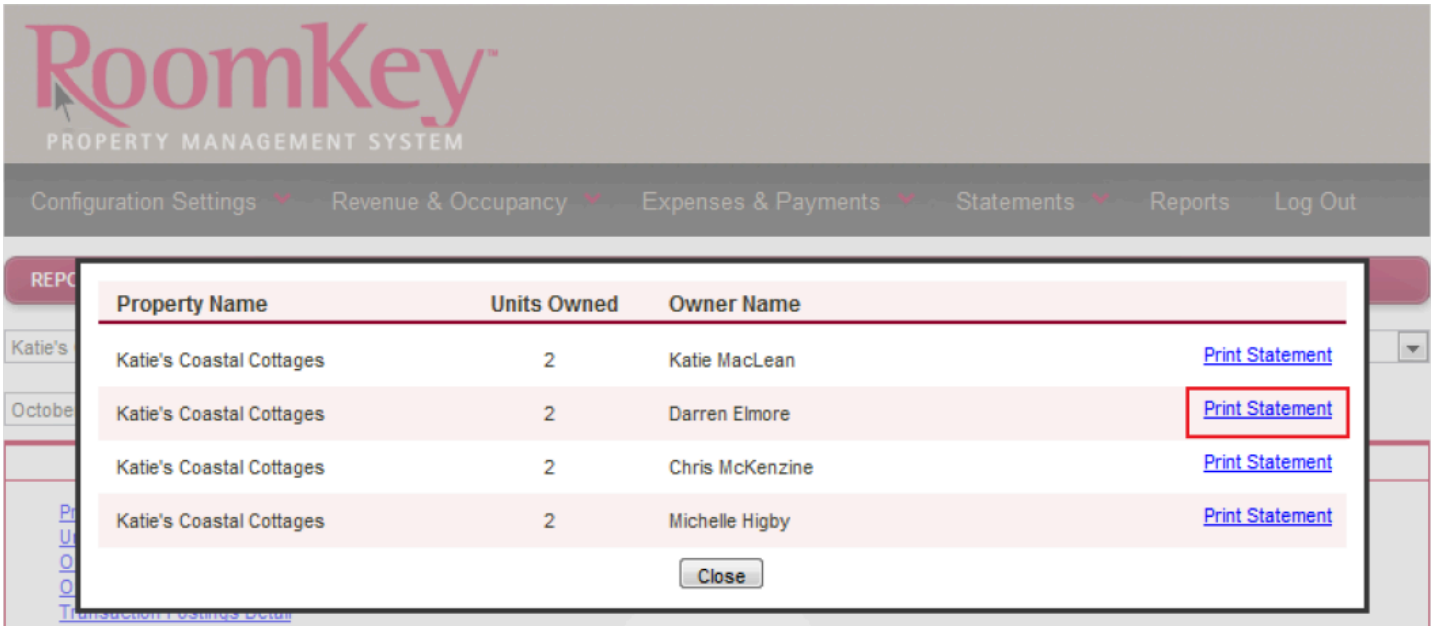
Owner Statement

All the individual owner statements can be viewed here. They may also all be printed from here.

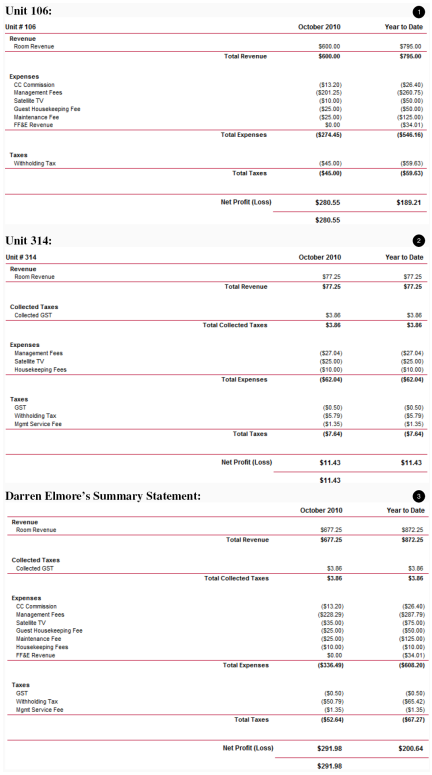


Owner Statement Summary for Owners with Multiple Units

If the property has Owners who own Multiple Units, a list of those owners will appear. To print a Summary Statement for an Owner, select the **Print Statement** link to the right of the screen. Below we see the Darren Elmore owns 2 Units.



The Units Mr. Elmore owns are Units 106 and 314. Below are the individual Statements for Units 106 and 314. If two Statements are added together, they totale the Owner Summary Statement located on Page 3.



Unit 106: ❶

Unit # 106	October 2010	Year to Date
Revenue		
Room Revenue	$600.00	$795.00
Total Revenue	**$600.00**	**$795.00**
Expenses		
CC Commission	($13.20)	($26.40)
Management Fees	($201.25)	($265.75)
Satellite TV	($10.00)	($50.00)
Guest Housekeeping Fee	($25.00)	($50.00)
Maintenance Fee	($25.00)	($125.00)
FF&E Revenue	$0.00	($34.01)
Total Expenses	**($274.45)**	**($546.16)**
Taxes		
Withholding Tax	($45.00)	($59.63)
Total Taxes	**($45.00)**	**($59.63)**
Net Profit (Loss)	**$280.55**	**$189.21**
	$280.55	

Unit 314: ❷

Unit # 314	October 2010	Year to Date
Revenue		
Room Revenue	$77.25	$77.25
Total Revenue	**$77.25**	**$77.25**
Collected Taxes		
Collected GST	$3.86	$3.86
Total Collected Taxes	**$3.86**	**$3.86**
Expenses		
Management Fees	($27.04)	($27.04)
Satellite TV	($25.00)	($25.00)
Housekeeping Fees	($10.00)	($10.00)
Total Expenses	**($62.04)**	**($62.04)**
Taxes		
GST	($0.50)	($0.50)
Withholding Tax	($5.79)	($5.79)
Mgmt Service Fee	($1.35)	($1.35)
Total Taxes	**($7.64)**	**($7.64)**
Net Profit (Loss)	**$11.43**	**$11.43**
	$11.43	

Darren Elmore's Summary Statement: ❸

	October 2010	Year to Date
Revenue		
Room Revenue	$677.25	$872.25
Total Revenue	**$677.25**	**$872.25**
Collected Taxes		
Collected GST	$3.86	$3.86
Total Collected Taxes	**$3.86**	**$3.86**
Expenses		
CC Commission	($13.20)	($26.40)
Management Fees	($228.29)	($287.79)
Satellite TV	($35.00)	($75.00)
Guest Housekeeping Fee	($25.00)	($50.00)
Maintenance Fee	($25.00)	($125.00)
Housekeeping Fees	($10.00)	($10.00)
FF&E Revenue	$0.00	($34.01)
Total Expenses	**($336.49)**	**($608.20)**
Taxes		
GST	($0.50)	($0.50)
Withholding Tax	($50.79)	($65.42)
Mgmt Service Fee	($1.35)	($1.35)
Total Taxes	**($52.64)**	**($67.27)**
Net Profit (Loss)	**$291.98**	**$200.64**
	$291.98	

Transaction Posting Detail

This report shows a list of all the transactions posted (expenses and payments) and their details on one report.

1 / 3 Main Report 100%

- Room Revenue
- Expenses
- Credit Card Comr

The Eastern Hotel
1526 Dresden Row
Halifax, Nova Scotia
B3J 3K3
kmaclean@welcometorsi.com

Transaction Postings

July 2010

Room Revenue		Posting Date	Reference	Amount	Tax	Total
RCH						
101	Loblaw, Bob	November 25, 2010	Room Charge	$129.00	$6.45	$135.45
102	Chaplin, Charlie	November 25, 2010	Room Charge	$64.50	$19.36	$83.86
102	Keith, Alexander	November 25, 2010	Room Charge	$64.50	$19.36	$83.86
103	Cash, Johnny	November 25, 2010	Room Charge	$116.10	$0.00	$116.10
104	Darling, Wendy	November 25, 2010	Room Charge	$119.20	$5.96	$125.16
105	Flintstone, Fred	November 25, 2010	Room Charge	$103.20	$25.80	$129.00
106	Pan, Peter	November 25, 2010	Room Charge	$129.00	$6.45	$135.45
108	Cash, Johnny	November 25, 2010	Room Charge	$387.00	$19.35	$406.35
109	Becall, Lauren	November 25, 2010	Room Charge	$129.00	$0.00	$129.00
110	Bogart, Humphrey	November 25, 2010	Room Charge	$516.00	$154.80	$670.80
202	Chaplin, Charlie	November 25, 2010	Room Charge	$447.00	$134.10	$581.10
203	Keith, Alexander	November 25, 2010	Room Charge	$126.65	$0.00	$126.65
205	Python, Monty	November 25, 2010	Room Charge	$298.00	$74.50	$372.50
			Total for RCH	**$2,629.15**	**$466.13**	**$3,095.28**
			Total for Room Revenue	**$2,629.15**	**$466.13**	**$3,095.28**

Expenses		Posting Date	Reference	Amount	Tax	Total
GHSKP						
103	Cash, Johnny	July 11, 2010	Res ID: 1009 on Jul 11, 2010	$10.00	$0.00	$10.00

Transaction Posting Summary

This report shows a list of all the transactions posted (expenses and payments) without the detail for each unit.

1 / 1 Main Report 100%

Expenses
Payments

The College Place Hotel
PO Box 74
Kananaskis, Alberta
T0L 2H0
kmaclean@welcometorsi.com

Transaction Postings

January 2009

Expenses		Amount	Tax	Total
MAINT				
120	MacLean, Katie	$125.00	$8.75	$133.75
122	MacPhail, Shane	$125.00	$8.75	$133.75
124	McKenzie, Chris	$56.25	$3.94	$60.19
124	Sefton, Jeff	$68.75	$0.00	$68.75
128	Elmore, Darren	$125.00	$8.75	$133.75
	Total for MAINT	**$500.00**	**$30.19**	**$530.19**
SNOW				
128	Elmore, Darren	$25.00	$1.75	$26.75
	Total for SNOW	**$25.00**	**$1.75**	**$26.75**
	Total for Expenses	**$525.00**	**$31.94**	**$556.94**

Payments		Amount	Tax	Total
MC				
120	MacLean, Katie	$100.00	$0.00	$100.00
	Total for MC	**$100.00**	**$0.00**	**$100.00**
	Total for Payments	**$100.00**	**$0.00**	**$100.00**

Owner Occupied Units

This report show a grid of all the units, and when the owner occupied them.

The Eastern Hotel
1526 Dresden Row
Halifax, Nova Scotia
B3J 3K3
kmaclean@welcometorsi.com

Owner Occupied Units
July 2010

Unit #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Unit Totals
101	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0
102	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0
103	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0
104	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0
105	Y	Y	Y	--	--	--	--	Y	Y	Y	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	6
106	Y	Y	Y	Y	Y	--	--	--	--	--	--	--	--	--	--	Y	Y	Y	Y	Y	Y	--	--	--	--	--	--	--	--	--	--	11
107	--	--	--	--	--	Y	Y	Y	Y	Y	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	5
108	Y	Y	Y	Y	Y	Y	--	--	--	Y	Y	Y	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	9
109	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0
110	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0
201	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0
202	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0
203	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0
204	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0
205	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0

Revenue & Occupancy

The summary of the revenue and occupancy of each individual unit.

1 / 1+ Main Report 100%

101
102
103
104
105
106
107
108
109
110
201
202
203
204
205

The Eastern Hotel
1526 Dresden Row
Halifax, Nova Scotia
B3J 3K3
9024233933
kmaclean@welcometorsi.com

Revenue & Occupancy
July 2010

Unit # 101

Date	Res ID	Res Status	Clean Fee	Occ. Fee	Revenue
1		Vacant	$0.00	$0.00	$0.00
2		Vacant	$0.00	$0.00	$0.00
3		Vacant	$0.00	$0.00	$0.00
4		Vacant	$0.00	$0.00	$0.00
5		Vacant	$0.00	$0.00	$0.00
6		Vacant	$0.00	$0.00	$0.00
7		Vacant	$0.00	$0.00	$0.00
8	1007	Guest	$0.00	$0.00	$129.00
9	1007	Guest	$0.00	$0.00	$0.00
10	1007	Guest	$0.00	$0.00	$0.00
11	1007	Guest	$0.00	$0.00	$0.00
12	1007	Guest	$0.00	$0.00	$0.00
13	1007	Guest	$25.00	$0.00	$0.00
14		Vacant	$0.00	$0.00	$0.00
15		Vacant	$0.00	$0.00	$0.00
16		Vacant	$0.00	$0.00	$0.00
17		Vacant	$0.00	$0.00	$0.00
18		Vacant	$0.00	$0.00	$0.00
19		Vacant	$0.00	$0.00	$0.00
20		Vacant	$0.00	$0.00	$0.00
21		Vacant	$0.00	$0.00	$0.00
22		Vacant	$0.00	$0.00	$0.00

Unit Revenue Summary

Shows the revenue made on each individual unit broken down by days of the week and totaled at the end.

1 / 1+ Main Report 100%

The Eastern Hotel
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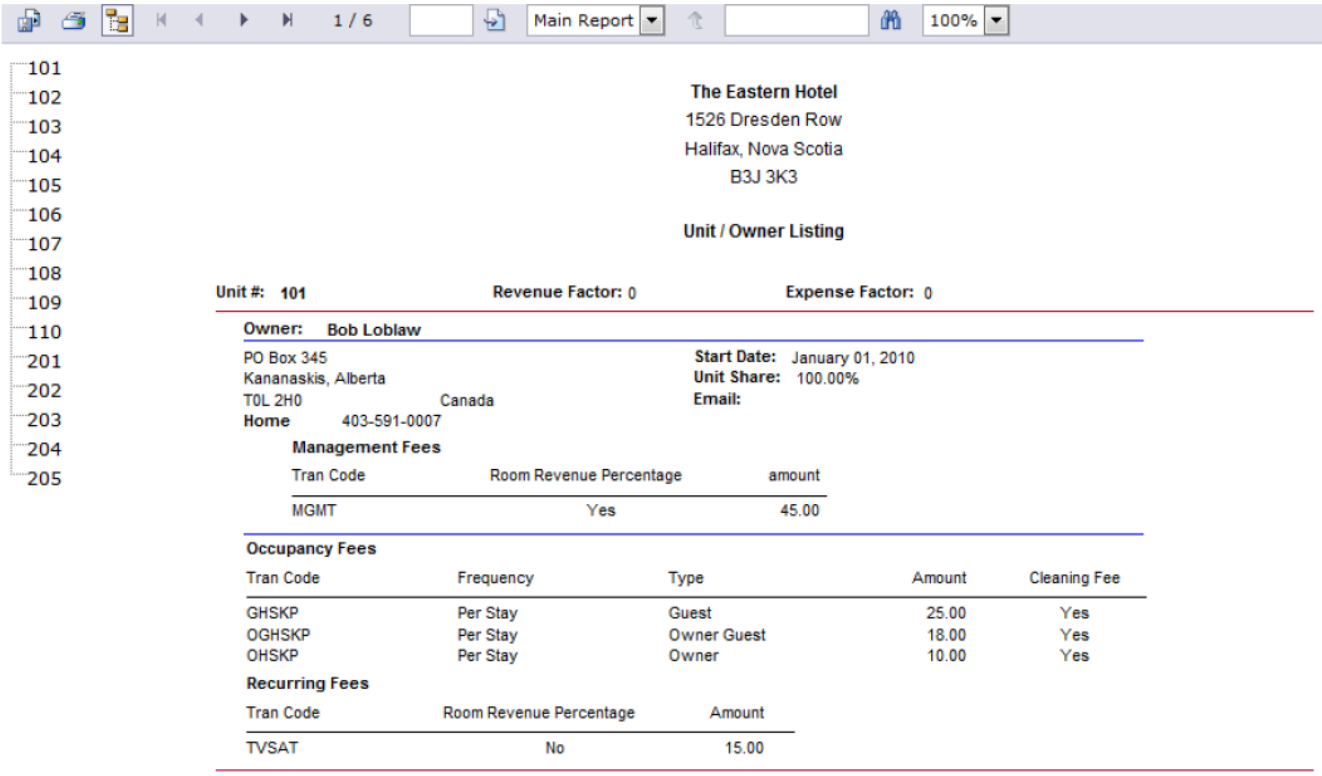
Halifax, Nova Scotia
B3J 3K3
9024233933
kmaclean@welcometorsi.com

Unit Revenue Summary
July 2010

101		102		103		104		105		106		107	
1	$0.00	1	$0.00	1	$0.00	1	$0.00	1	$0.00	1	$0.00	1	$0.00
2	$0.00	2	$0.00	2	$0.00	2	$0.00	2	$0.00	2	$0.00	2	$0.00
3	$0.00	3	$0.00	3	$0.00	3	$0.00	3	$0.00	3	$0.00	3	$0.00
4	$0.00	4	$0.00	4	$0.00	4	$0.00	4	$0.00	4	$0.00	4	$0.00
5	$0.00	5	$0.00	5	$0.00	5	$0.00	5	$0.00	5	$0.00	5	$0.00
6	$0.00	6	$0.00	6	$0.00	6	$0.00	6	$0.00	6	$0.00	6	$0.00
7	$0.00	7	$0.00	7	$0.00	7	$0.00	7	$0.00	7	$0.00	7	$0.00
8	$129.00	8	$129.00	8	$0.00	8	$0.00	8	$0.00	8	$0.00	8	$0.00
9	$0.00	9	$0.00	9	$0.00	9	$0.00	9	$0.00	9	$0.00	9	$0.00
10	$0.00	10	$0.00	10	$0.00	10	$0.00	10	$0.00	10	$0.00	10	$0.00
11	$0.00	11	$0.00	11	$116.10	11	$0.00	11	$0.00	11	$0.00	11	$0.00
12	$0.00	12	$0.00	12	$0.00	12	$119.20	12	$103.20	12	$0.00	12	$0.00
13	$0.00	13	$0.00	13	$0.00	13	$0.00	13	$0.00	13	$129.00	13	$0.00
14	$0.00	14	$0.00	14	$0.00	14	$0.00	14	$0.00	14	$0.00	14	$0.00
15	$0.00	15	$0.00	15	$0.00	15	$0.00	15	$0.00	15	$0.00	15	$0.00
16	$0.00	16	$0.00	16	$0.00	16	$0.00	16	$0.00	16	$0.00	16	$0.00
17	$0.00	17	$0.00	17	$0.00	17	$0.00	17	$0.00	17	$0.00	17	$0.00

Owner Unit Listing

A listing of all the details you entered into each owners unit (ie: Address, Management Fees, Occupancy Fees, Recurring Fees, etc...)