



Overview

There are different options for generating the owner statements. This document explains the options for producing them.

Doing owner statements involves setting up owner statement profiles - one for each different layout you want - and then selecting the appropriate one in each owner's profile.

There are a number of options for doing owner statements. They can be produced using <<Mailings, Owner Statements>>, <<Internet Publishing>> or printed on the stub of distribution checks. You can use all three options with some owner statements being produced by each option. They can be mailed, emailed or published for viewing via an online owner portal.

Note: In lieu of or in addition to you can produce standard financial reports (Balance Sheet, Trial Balance, Revenue and Expense, etc) for any owner.

Setting up an Owner Statement Profile – see [Help PDF #748](#)

You can set up as many different profiles as you want. Set up the profile and then assign the appropriate one to each owner in the Checks and Statements tab of his profile. If more than one owner is to get the same statement format, assign the same owner statement profile to each of those owners. When you change the owner statement profile it will change for every owner assigned that profile.

Single unit owner [Owner Statement]

ID SINGLE Single unit owner

Statement Header

Return Address Management Group

Title STATEMENT of ACCOUNT

Statement Body

Increases Label Income

Decreases Label Expense

Body Style Owner Balance Details

Include Memos Include Unit Description

Include Payees New Page for Each Unit's Details

Include Payers Print Statement if No Activity

Summarize Income and Fees Exclude Notes

Running Balance Every Day

Summary Style

Consolidation Style

1. Go to <<Setup, Owner Statement>>
2. Click <New>
3. Enter an [ID] and [Long Description]. These are for identification purposes so you might do one for Single Unit Owners, one for Multiple Unit Owners. The ID could identify what group it is for. The long description could identify the body style and other characteristics of the format of the statement.
4. Select a [Return Address]
5. Type in a [Title] - e.g. Statement, Monthly Statement, Statement of Account
6. Type in the [Increase Label] - e.g. Increase, Credit, Income
7. Type in the [Decrease Label] - e.g. Decrease, Debit, Expense
8. Select a [Body Style]
 - a. Normally Owner~Details is best for owners of single units, Unit~Details is best for owners with multiple units. Owner~Summary and Unit~Summary are most often used for owners who don't want details or as a Summary Style for owners of multiple units. The Owner Income Summary is commonly used for the end of year statement to all owners.
9. Click the checkboxes you want. The "details" body styles are complemented by Include Memos, Payees and Payers. The Include Unit Description is only for Owner~Detail statements that include more than one unit.
10. Select a running balance if you don't want the default of a beginning and ending balance
11. Select a [Summary Style] for multi-unit statements or if you want a detail body style and a year to date summary.
12. Click on the Additions tab.
13. Select a [Balance message] if desired.
14. Select a [Unit Tenant List] if desired.
15. Select one of the [Invoice Lists] if desired.
16. Review your entries.
17. Click <Save>.

Situation A

- A statement is sent to all owners at the same time
- Each statement is for the same time period
- A statement profile has been assigned to all owners getting statements
- The statements are published or emailed or both.

Refer to the ***PDF How to document #717*** for help setting up PROMAS Central and ***PDF How to document #720*** for help in setting up the email in Internet Publishing.

1. Go to <<Internet Publishing>>.
2. Verify the "Owner Statement generation will be included when you publish" is illuminated.
3. Click <Publish>.
4. Logon to PROMAS Central.
5. Statements will be created and published and emailed (if you choose).

Situation B

- A statement is sent to all owners at the same time
 - Each statement is for the same time period
 - A statement profile has been assigned to all owners getting statements
1. Go to <<Mailings, Owner Statements>>
 2. Enter a Note if you choose.
 3. Click <Run>.
 4. Enter the [Report Date] range. The Drop down list to the right of the dates has several options you can choose instead of entering dates.
 5. Click <Preview> to review the statements on the screen; <Print> to print directly to printer; <Publish> to put them in the Upload folder (they can be uploaded and/or emailed from Internet Publishing later).

Optional Entries

Override Statement Type - will print that statement layout for all owners who have a statement assigned to them in their profile.

Statement Filter - You can choose to do statements for All owners (default) or select:

- Internet Statements - for those owners who are marked in their profile No Paper Statements
- Paper Statements - for those owners who are marked in their profile No Internet Statements.

Owner Filter/ Ledger Filter- you can choose Active, All or Inactive.

The default is to print statements for Active owners. When doing annual (end-of-year) statements, select All so everyone will get one.

Statement Note - whatever is entered here will print on each and every statement at the beginning of the statement.

Restrict To - can be used if you want to print statements for one ledger or profile list.

Limit to Category - will print statements for only those owners belonging to the category selected.

Printing the Report

The report lists the owners who will be getting statements based on the selections made.

Situation C

- A statement is sent to all owners at the same time
 - Each statement is for the same time period
 - The same statement style is sent to all owners (i.e. end of year)
1. Go to <<Mailings, Owner Statements>>
 2. Select an [Override Statement Type]. The statement layout chosen will print for all owners, even those with statement profiles assigned in their OWNER Profile.
 3. Click <Run>.
 4. Enter the [Report Date] range. The Drop down list to the right of the dates has several options you can choose instead of entering dates.
 5. Click <Preview> to review the statements on the screen; <Print> to print directly to printer; <Publish> to put them in the Upload folder.

Situation D

- Selected owners get their statements on their distribution check stub.

One Time

1. Go to <<Profiles, Owner>>
2. Find the owner and click <Edit>
3. Go to the Checks and Statements tab
4. Clear the [Statement] field
5. Mark the [Statement on Check Stub] checkbox
6. Click <Save>
7. Go to <<Setup, Processing Defaults>>, the Printing tab
8. Mark the checkbox to [Include Payees or Memos on the Check Stub Statement] If there is a payee and a memo the payee will print.
9. Click <Save>

Each Time

1. Go to <<AP, Scheduled Payables>>
2. Select [Distribution Checks]
3. Click <Compile>
4. <Post> and <Print> - those selected for check stub statements will have them printed on the stub.
5. Print the other statements following your normal procedure.

Situation E

- A statement is sent to some owners on the 8th of the month, some on the 10th and some on the 14th.
- Each group is sent a statement for a specific time period.
- A statement style has been assigned to each owner getting a statement

One Time

1. Go to <<Setup, Categories>>
2. Enter three new categories - Statement on 8th, Statement on 10th, Statement on 14th
3. Go to <<Profiles, Owner>> and select an owner to edit
4. Go to the Comments and Extra tab
5. Click the [Categories] button
6. Highlight the appropriate category and click the <Select> button to move the category from Available Choices to Selected Choices
7. Click <OK>
8. Click <Save>

Each Time

1. Go to <<Mailings, Owner Statements>>
2. Enter the [Statement Date] range
3. Select the category from the [Limit to Category] drop down list
4. Click <Compile>and <Print> - a statement will print for those owners in the selected category

Situation F

- A statement is sent to all owners at the same time
 - Each statement is for the same time period
 - Some or no owners have a statement profile assigned
1. Go to <<Mailings, Owner Statements>>
 2. Enter the [Statement Date] range. If you enter the [Ending Date] and click the [One Month] checkbox it will make the [Starting Date] one month prior to the ending date.
 3. Select an [Override Statement Type]. The statement layout chosen will print for all owners, even those with statement profiles assigned in their OWNER Profile.
 4. Mark the [Override if No Statement Type Selected] box if you want all owners - even those for whom no statement has been selected in their OWNER Profile - to receive a statement.
 5. Click <Compile> - unless you want to limit, restrict or print a specific statement style for all or selected owners.

Optional Entries

Override Statement Type - will print that statement layout for all owners who have a statement assigned to them in their profile.

Restrict To - can be used if you want to print statements for one ledger or profile list.

Print a Single Copy for the Selected Ledger Only - if checked it will not print a statement for other partnerships that the selected owner is part of.

Limit to Category - will print statements for only those owners belonging to the category selected.

Statement Note - whatever is entered here will print at the end of each and every statement.