

The background features a gradient of blue shades, with several overlapping circles of varying sizes and opacities, creating a modern, abstract design.

# EXPLORE 23

FEST

# Basic accounting for Escapia users

Bob Smersh, Senior Customer Product Support Specialist

## Bob Smersh

Senior Customer Product  
Support Specialist





# Agenda

---

Accounting  
overview



Month-end  
process



Closing your  
accounting period



Troubleshooting  
tips



Q&A



# Accounting overview



# Trust accounting vs. Operating accounting

---

## Trust accounting

Income held and later distributed to beneficiaries

## Operating accounting

Other financial aspects of running the business



# Trust accounting

---



## Guests

Payments made by guests for their stay



## Owners

Owners' revenue and expenses from rental



## Vendors

External housekeeping and maintenance for properties



## Business

Money to be paid to the business for management cost

# Operating accounting

---



## Business expenses

Business taxes, property taxes, etc.



## Business supplies

Phones, computers, desks, chairs, etc.



## Staff payroll

Paying staff, taxes, insurance, etc.



## Listing costs

Listing fees and advertising cost





# escapia™

## Your trust accounting software

- **Uses customized general ledger accounts** to keep expenses and revenue separated.
- **Credits and debits are used to move funds** between these general ledger accounts.

- **Double entry accounting:** every transaction will have a credit and debit that balance out.
- **Escapia is not an operating accounting software** like QuickBooks or NetSuite.

# Month-end process

# Month-end checklist

---

- **Reconcile** bank accounts
- **Reservations**
- Service orders, recurring charges, bills
- **Preliminary** owner statements
- **Pay** owners
- Final owner **statements**
- **Pay** open items





# Verify deposits: Cash and checks

- **Accounting > Banking > Bank Deposits > New Bank Deposit > Add Payments**
- Select **Payment Type** > Enter **Start** and **End Date** > **Search**
- Check boxes on left to select payments > click **Add Selected Payments**
- Check correct payments have been selected > **Next**

## New Bank Deposit - Step 1 of 2

The following payments have been added to this bank deposit. Click Add Payment to add another payment to this bank deposit, or to remove a payment, select the payments you want to remove

Action ▶

<input checked="" type="checkbox"/>	Journal Doc	Method	Date	Name	Memo
<input checked="" type="checkbox"/>	JE-00000...	Check	7/31/2023	Admin Testing	Check: Admin Testing #15
<input checked="" type="checkbox"/>	JE-00000...	Check	7/31/2023	Admin Testing	Check: Admin Testing #55

cancel

next ▶




# Month-end checklist

Verify deposits: Cash and check

---

- **Select** bank account (if more than one)
- Enter **Deposit Date**
- Add **Deposit Slip Number** and/or **Deposit Notes** (optional)
- **Save** and **Complete**

**New Bank Deposit - Step 2 of 2**

Deposit Into Account	Deposit Date	User Making Deposit	Deposit Slip Number
Trust Bank Account ▼	07/31/2023 	Kam Murphy ▼	5

Deposit Notes

Follow these steps until all payments have been deposited for the month.

# Month-end checklist

Check for unsettled credit card payments

- **Accounting > Reports > Banking > Unsettled CC Payments**

Accounting > Reports > Banking > Unsettled CC Payments

ShowReversals  True  False

Navigation: |< < 1 of 5 > >| Refresh 100% Save Print

### Unsettled CC Payments

Account Number	Doc Type	Is Reversal	Posting Date	Document Number	Transaction Description	Amount
1100	0	No	8/3/2023		GL 1100 Total	85,972.05
1100	32	No	6/5/2019	JE-0126461	CC Refund: Garfield Jones Visa 4038	1.00
1100	32	No	6/6/2019	JE-0126470	CC Refund: Scott Diedrick MasterCard 1176	1.25
1100	32	No	6/6/2019	JE-0126473	CC Refund: Scott Diedrick MasterCard 1176	0.75
1100	32	No	6/6/2019	JE-0126475	CC Refund: Scott Diedrick MasterCard 1176	0.25

# Month-end checklist

Update credit card settlements

- **Accounting > Setup > Credit Cards/eChecks > Merchant Account**

Accounting > Setup > Credit Cards / eChecks > Merchant Account

## Merchant Account

Merchant Account Name	Merchant Account Code	Merchant Transaction Key	Processing Method	Deposit	Settlement Date	Update Settlements
DemovrAuth	3yCz26W6	****	AuthorizeNet	0	07/31/2023	
Bank Account	Clearing Account	Discount Account				
1020 - Trust Bank Account	1000 - Cash on Hand	1200 - Accounts Receivable				



# Month-end checklist

Reconcile credit cards

- Accounting > Chart of Accounts

Accounting > Chart Of Accounts

### Chart of Accounts

Account Type: [All account types]  Show Inactive

Action ▶ + New Account

Account	Account Type	Ledger	Balance
<input type="checkbox"/> 1000 Cash on Hand	Other Current Asset	General	\$274,317.11
<input type="checkbox"/> 1010 Trust Bank Account	Bank	General	(\$11,059.64)
<input type="checkbox"/> 1020 1020 Trust	Bank	General	\$715.00
<input type="checkbox"/> 1100 Credit Card Clearing	Other Current Asset	General	\$0.00
<input type="checkbox"/> 1200 Accounts Receivable	Accounts Receivable	General	\$0.00
<input type="checkbox"/> 2000 Advanced Deposits	Other Current Liability	Customer	(\$28,000.00)
<input type="checkbox"/> 2100 Security Deposit Holding	Other Current Liability	Customer	(\$4,800.00)




1200 accounts receivable should always be \$0.00.

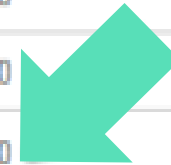


# Month-end checklist

Reconcile credit cards

- Accounting > Banking > Reconcile Credit Cards / eCheck Settlements

Settlement Batches						
Reference Number	Posting Date	Statement Date	Items Settled	Amount Settled	Amount Deposited	Adjustment
	4/18/2016	04/18/2016 	1	5000.00	5000.00	0.00
	4/18/2016	04/18/2016 	2	2311.36	2311.36	0.00
	4/13/2016	04/13/2016 	1	3000.00	3250.00	-250.00
			4	10311.36	10561.36	-250.00



For any settlement that has an adjustment other than zero, change the amount deposited to the amount settled and save.

# Month-end checklist

## Bank reconciliation

- **Accounting > Banking > Reconcile Bank Account**

Accounting > Banking > Reconcile Bank Account

### Reconcile Bank Account

Bank Account	Book Start Date	Book End Date	Statement Date	Ending Balance
1010 - Trust Bank Account	07/01/2023	07/31/2023	07/31/2023	336886.62

Deposits Reconciled	2	15548.48	Statement Balance	336886.62
Payments and Checks Reconciled	4	28868.87	Book Ending Balance	167628.33
Adjustments Reconciled	2	-90.00	Difference	169258.29

Deposits   Checks   Adjustments

[Print Reconciliation Report](#)   [Show Balance Worksheet](#)

# Month-end checklist

Bank reconciliation - deposits

Deposits			Checks			Adjustments			<a href="#">Print Reconciliation Report</a>   <a href="#">Show Balance Worksheet</a>		
Action ▶	Journal Doc.	Posting Date	Type	Rec. Status	Rec. Date	Debit	Credit	Balance	↕ New Bank Deposit		
<input checked="" type="checkbox"/>	JE-00		Credit Card Settlement	Deposited	---	1350.00	0.00	1350.00			
<input checked="" type="checkbox"/>	JE-000004111	7/31/2023	Bank Deposit	Deposited	---	14198.48	0.00	15548.48			

Action ▶	Journal Doc.	Posting Date	Type	Rec. Status	Rec. Date	Debit	Credit	Balance	↕ New Bank Deposit		
<input type="checkbox"/>	JE-000003867	7/1/2023	Credit Card Settlement	Reconciled	7/31/2023	1350.00	0.00	1350.00			
<input type="checkbox"/>	JE-000004111	7/31/2023	Bank Deposit	Reconciled	7/31/2023	14198.48	0.00	15548.48			



# Month-end checklist

Bank reconciliation - checks

- Accounting > Banking > Reconcile Bank Account

Accounting > Banking > Reconcile Bank Account

### Reconcile Bank Account

Bank Account: 1010 - Trust Bank Account | Book Start Date: 07/01/2023 | Book End Date: 07/31/2023 | Statement Date: 07/31/2023 | Ending Balance: 143222.01

Deposits Reconciled	0	0.00	Statement Balance	143222.01
Payments and Checks Reconciled	0	0.00	Book Ending Balance	123949.70
Adjustments Reconciled	0	0.00	Difference	19272.31

Print Reconciliation Report | Show Balance Worksheet

Action	Journal Number	Rec. Status	Rec. Date	Debit	Credit	Balance
<input type="checkbox"/> JE-00	2373	---	---	0.00	40.05	40.05
<input type="checkbox"/> JE-000005238	3/29/2023 12374	---	---	0.00	200.00	240.05
<input checked="" type="checkbox"/> JE-000005615	6/30/2023 12375	---	---	0.00	904.30	1144.35
<input checked="" type="checkbox"/> JE-000005617	6/30/2023 12376	---	---	0.00	4826.11	5970.46
<input checked="" type="checkbox"/> JE-000005619	6/30/2023 12377	---	---	0.00	656.91	6627.37
<input checked="" type="checkbox"/> JE-000005621	7/15/2023 12378	---	---	0.00	4456.24	11083.61
<input checked="" type="checkbox"/> JE-000005623	7/15/2023 12379	---	---	0.00	5100.00	16183.61
<input checked="" type="checkbox"/> JE-000005625	7/15/2023 12380	---	---	0.00	532.50	16716.11
<input type="checkbox"/> JE-000005627	7/31/2023 12381	---	---	0.00	2206.25	18922.36
<input type="checkbox"/> JE-000005629	7/31/2023 12382	---	---	0.00	990.00	19912.36

6 of 10 selected

Reconciled	0.00
Unreconciled (Outstanding)	19912.36



# Month-end checklist

Bank reconciliation - adjustments

- Accounting > Banking > Reconcile Bank Account > Adjustments > New Adjustment

Accounting > Banking > Reconcile Bank Account

### Reconcile Bank Account

Bank Account	Book Start Date	Book End Date	Search	Statement Date	Ending Balance
1010 - Trust Bank Account	07/01/2023	07/31/2023		07/31/2023	143222.01

Deposits Reconciled	0	0.00	Statement Balance	143222.01
Payments and Checks Reconciled	6	16476.06	Book Ending Balance	123949.70
Adjustments Reconciled	0	0.00	Difference	19272.31

Deposits | Checks | Adjustments

[Print Reconciliation Report](#) [Show Balance Worksheet](#)

Action	Type	Number	Memo	Rec. Status	Rec. Date	Debit	Credit	Balance
<input checked="" type="checkbox"/> Journal								
<input checked="" type="checkbox"/> JE-00	adjustment Ot...		Miscellaneous bank fee	---	---	0.00	100.00	-100.00

[+ New Adjustment](#)



# Month-end checklist

Bank reconciliation - balance worksheet

### Reconcile Bank Account

Bank Account: 1010 - Trust Bank Account | Book Start Date: 07/01/2023 | Book End Date: 07/31/2023 | Statement Date: 07/31/2023 | Ending Balance: 127386.00

Deposits Reconciled	3	3777.68	Statement Balance	127386.00
Payments and Checks Reconciled	6	16476.06	Book Ending Balance	123949.70
Adjustments Reconciled	1	-100.00	Difference	3436.30

Print Reconciliation Report | Show Balance Worksheet

Action	Journal Doc.	Posting Date	Type	Rec. Status	Rec. Da
<input type="checkbox"/>	JE-000005609	7/6/2023	Credit Card Settlement	Reconciled	7/31
<input type="checkbox"/>	JE-000005612	7/15/2023	Credit Card Settlement	Reconciled	7/31
<input type="checkbox"/>	JE-000005613	7/27/2023	Bank Deposit	Reconciled	7/31

#### Balance Worksheet

Statement Balance	127386.00
+ Deposits In-Transit	0.00
- Outstanding Payments	3436.30
+ Outstanding Adjustments	0.00
Adjusted Bank Balance	123949.70
Book Starting Balance	133557.01
+ Deposits	3777.68
- Payments and Checks	13284.99
+ Adjustments	-100.00
Adjusted Book Balance	123949.70
Adjusted Difference	0.00

# Month-end checklist

Bank reconciliation - Print Bank Reconciliation report

## Bank Reconciliation

ABC Rentals

1010 - Trust Bank Account

Statement Date: 7/31/2023

Printed On: 8/10/2023

Statement Balance	\$336,886.62
Deposits in Transit	\$0.00
OS Checks	\$169,258.29
Bank Adjustments	\$0.00
Adjusted Bank Balance	<u>\$167,628.33</u>
Beginning Book Balance	\$181,038.72
Deposits	\$15,548.48
Payments & Checks	\$28,868.87
Book Adjustments	-\$90.00
Adjusted Book Balance	<u>\$167,628.33</u>
Adjusted Difference	\$0.00



# Month-end checklist

## Reservation Grid

- Reservations > Reservation Grid

**GREEN:** Payment status: **Paid**

**YELLOW:** Payment status: **Partially Paid**

**RED:** Payment status: **Not Paid**

(or possibly not confirmed)



The screenshot shows a software interface for managing reservations. At the top, there are tabs for 'Reservation Grid' and 'Reservation Details'. Below the tabs are various filters and controls, including 'Sort By Name/Amenity', 'All Offices', 'BR - All', 'BA - All', 'First Night', 'Nights', 'Last Night', and 'Housekeeping Status'. A 'Filter Units' section is also present. The main area is a calendar grid for July and August 2023. The grid shows reservations for various units, with colored bars indicating the status of each reservation: Green for 'Paid', Yellow for 'Partially Paid', and Red for 'Not Paid'. The units listed on the left include 5050 (50 50 Owner), Meh (About average), Aggie (Aggie Barn 12), B103 (Ballard Manor #...), 1001 (Beach Front Co...), Clean (Cleaning Days ...), DAG87 (DAG), DAGT2 (DAG2), DTEST (DTEST), EB10 (ErikaB), FunkY (Funky Studio 2), 003 (Humongous Ma...), KAM2 (KAM TEST), kam\* (kam\*), KAMTE... (KAMTEST1), Mark1 (Mark One), 002 (Old smelly hut), 123ABC (Testing desc), ZACHTE... (Zach TEST), and 15 (Zachary Bungal...). The calendar grid shows dates from July 1st to August 13th. The status of reservations is indicated by colored bars: Green for 'Paid', Yellow for 'Partially Paid', and Red for 'Not Paid'. The interface also includes a 'Go to' dropdown set to 'July 2023' and navigation buttons for 'Year', 'Month', and 'Week'.

# Month-end checklist

## Booking Cancellation report

- Reservation > Reports > Bookings > Booking Cancellation Report









Reservations > Reports > Bookings > Booking Cancellation Report

Start Date   End Date  

Display  Cancellation Reason

Select By  Show with Balance Only  True  False

Show Charts  True  False

Navigation:    of 1         Find | Next

### Booking Cancellation Report

For Arrival Dates between - 7/1/2023 - 7/31/2023

Res Number	Bkg Number	Create Date	Cancel Date	Check In	Check Out	Nights	Unit Code	Reservation Name	Folio Balance
**RES-00725	BKG-00708	5/12/2023	5/12/2023	7/1/2023	7/9/2023	8	1001	test test	613.50
**RES-00726	BKG-00709	5/12/2023	5/12/2023	6/29/2023	7/6/2023	7	1001	test test	559.50

# Month-end checklist

- Reservation > Reports > Negative Folio Balance Report

Reservations > Reports > Negative Folio Balance Report

OfficeID  ▼

◀ < 1 of 2 > ▶ ↻ 100% ▼ 📁 ▼ 🖨️  Fin

**Negative Folio Report - 8/4/2023** 8/4/2023 10:29:25 AM  
Page 1 of 2

Res No	Last Night	Booked Res Name	Status	Process	Type	Balance
<b>Lisa</b>						
RES-00756	7/1/2023	6/29/2023 Kam Murphy	In Progress	Unprocessed	Owner	-115.44
RES-00703	3/3/2023	4/27/2023 Admin Testing	Confirmed	Unprocessed	Renter	-50.00
RES-00722	5/11/2023	5/10/2023 Admin Testing	In Progress	Unprocessed	Renter	-1,195.49
RES-00755	6/30/2023	6/29/2023 Mark Wills	In Progress	Unprocessed	Renter	-176.64



# Month-end checklist

Process refunds

- Accounting > Reports > Accounts Payable > Security Deposit Refund Report

Accounting > Reports > Accounts Payable > Security Deposit Refund

### Security Deposit Refund Report

Process Date: 07/31/2023

Office: [no filter]

1 / 1 100%

Deposit Type	(Type) Folio	Customer	Reservation Booking	Unit Departure	Refund On	Deposit	Paid	Charged	Refunde	Balance
<b>Totals:</b>						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Tuesday, August 8, 2023  
Page 1 of 1

# Month-end checklist

Process refunds

- **Accounting > Accounts Payable > Pay Refunds**

Accounting > Accounts Payable > Pay Refunds

## Pay Refunds

Payment Type	Reference No.	Payment Status	Refund Type	All dates		
Check ▾	<input type="text"/>	Any Status ▾	Any Type ▾			
Payee				On or After	On or Before	Search
Customer ▾ <input type="text"/>				<input type="text"/>	<input type="text"/>	Reset



# Month-end checklist

Process revenue

- Accounting > Process Booking Revenue

Accounting > Process Booking Revenue

### Process Booking Revenue Wizard (Step 1 of 2)

Select the processing method, period and booking dates (as applicable) below.

Processing Method:  Period Start Date:   Period End Date:   Processing Date:    Set a manual processing date Office:  Owner or Customer:    Unit Code:

<input checked="" type="checkbox"/>	Unit Code	First Night	Last Night	Res. Type	Customer	Proc Status	Rent	Payments	Balance	Processed
<input checked="" type="checkbox"/>	1001	6/29/2023	7/5/2023	Renter	test test	Unprocessed	0.00	0.00	559.50	0.00
<input checked="" type="checkbox"/>	1001	7/1/2023	7/8/2023	Renter	test test	Unprocessed	0.00	0.00	613.50	0.00
<input checked="" type="checkbox"/>	1001	7/1/2023	7/31/2023	Complimentary	Admin Testing	Unprocessed	13950.00	17146.71	0.00	0.00
<input checked="" type="checkbox"/>	Clean	7/5/2023	7/8/2023	Renter	Admin Testing	Unprocessed	2000.00	2665.31	0.00	0.00

4 of 4 bookings selected



# Month-end checklist

- Accounting > Reports > Reservations > Unprocessed Booking Report

Accounting > Reports > Reservations > Unprocessed Bookings Report

Booking End Date   Office

of 11
 





 Find | Next

**Unprocessed Bookings with End Date on or before 7/31/2023**

Unit Code	Active Unit	Contract Number	Active Contract	Contract Deleted	Office	Owner Name	Contract Start Date	Contract End Date	Booking Number	Processing Status	Processing Method	Bkg Start Date	Bkg End Date	Reservation Type Description	Reservation Name	Booking Total	Booking Balance
Meh	Yes	CNR-00020	Yes	No	Lisa	Owner Murray	10/18/2022	11/30/2029	BKG-00724	Unprocessed	Last Night	6/13/2023	6/20/2023	Renter	Admin Testing	595.80	570.80
Meh	Yes	CNR-00020	Yes	No	Lisa	Owner Murray	10/18/2022	11/30/2029	BKG-00750	Unprocessed	Last Night	7/17/2023	7/24/2023	Renter	Test Tester	3,929.45	0.00
Phoe215	No	CNR-00005	Yes	No	Main Office	Charles White	10/1/2011	11/30/2020	BKG-00049	Unprocessed	Last Night	12/6/2014	12/9/2014	Renter		2,570.00	2,570.00
Phoe215	No	CNR-00005	Yes	No	Main Office	Charles White	10/1/2011	11/30/2020	BKG-00058	Unprocessed	Last Night	12/21/2014	12/24/2014	Renter		2,735.00	2,735.00
Phoe215	No	CNR-00005	Yes	No	Main Office	Charles White	10/1/2011	11/30/2020	BKG-00069	Unprocessed	Last Night	12/25/2014	12/31/2014	Renter		4,550.00	4,550.00
Phoe215	No	CNR-00005	Yes	No	Main Office	Charles White	10/1/2011	11/30/2020	BKG-00089	Unprocessed	Last Night	2/13/2015	2/17/2015	Renter		3,340.00	2,990.00
Phoe215	No	CNR-00005	Yes	No	Main Office	Charles White	10/1/2011	11/30/2020	BKG-00099	Unprocessed	Last Night	2/21/2015	2/24/2015	Guest of Owner		315.00	65.00
Phoe215	No	CNR-00005	Yes	No	Main Office	Charles White	10/1/2011	11/30/2020	BKG-00102	Unprocessed	Last Night	2/28/2015	3/2/2015	Renter		2,130.00	1,780.00







# Month-end checklist


Advance Deposit reports








- Accounting > Reports > Banking > Advanced Deposit Reports > Advance Deposits By Reservations

Accounting > Reports > Banking > Advanced Deposit Reports > Advance Deposits by Reservation

Ending Posting Date:   Sort By:  

Show Zero Balance Reservations:   Display Level:  

Office:  

Navigation:    of 54        Find | Next

### Advance Deposits by Reservation: 1/1/2000 - 7/31/2023

Guest Name	Res Number	Arrival	Departure	Amount
Perry, Kimberly	RES-92501	9/21/2022	9/29/2022	-28.80
de Leon, Laura	RES-103010	3/4/2023	9/5/2023	-5,600.00
Jimenez - CANCELLATION, Joe	RES-104419	5/19/2023	5/20/2023	518.83

# Month-end checklist

## Service orders

- **Service > Service Orders**
- **Accounting > Process Service Orders**

Service > Service Orders

[Click here to try the new Maintenance Dashboard!](#)

### Service Orders

Number:  Priority: [no filter] Sort 1: Number Status: [no filter] Processing Status: [no filter]

Assigned To: [no filter] Sort 2: [none]

Entity: (All) Max SO's Returned: 500

All dates: On or After: On or Before: Search Reset

Action + New Service Order

<input type="checkbox"/>	Number	Description	Entity	Opened	Assigned	Due Date	Completed	Closed	Priority	Status	Assigned To
<input type="checkbox"/>	SVC-0000017	Pest Control (Monthly)	002	7/11/2022		7/11/2022	7/11/2022		Unassigned	Completed	
<input type="checkbox"/>	SVC-0000016	test	1001	2/6/2020	2/6/2020				Low	Assigned	Jared Mears
<input type="checkbox"/>	SVC-0000015	Do work	1001	1/30/2020					Unassigned	Open	
<input type="checkbox"/>	SVC-0000014	Tidewater task	TW 313	9/29/2015					Unassigned	Open	
<input type="checkbox"/>	SVC-0000013	Test housekeeping service order	LKV320	9/28/2015		9/28/2015			Urgent	Open	
<input type="checkbox"/>	SVC-0000012	New test service order	Phoe215	9/25/2015			9/29/2015		High	Completed	



# Month-end checklist

Recurring charges

- Accounting > Setup > Recurring Charge Templates

Accounting > Setup > Recurring Charge Templates

## Recurring Charge Templates

Template Code  Type   Show Inactives

Action ▶

[+ New Recurring Charge Template](#)

<input type="checkbox"/> Template Code	Type	Description	Active	Created	Last Posting	Next Posting	Amount
<input type="checkbox"/> Trash Collection	Recurring Owner Charge	Monthly Trash Collection	✓	8/10/2023		7/1/2023	45.00

0 of 1 selected

# Month-end checklist

## Bills

- Accounting > Accounts Payable > Enter Bills

Accounting > Accounts Payable > Enter Bills

### Enter Bill

Entity Submitting Bill  
Vendor  ?

Calculate Balances Last Bill 0.00 Average Bill 0.00 Credit Limit 0.00 Entity Balance 0.00 Bill Balance 0.00

**Bill Details**

Posting Date: 07/31/2023  Terms: Unspecified  Due Date: 08/10/2023  Discount Date:

Unique Reference Number:   Automatically Generate

Bill Memo:

**Expenses**

Expense To  Expense Entity  Expense Account  Memo  Amount  [+ Add Expense](#)

No expenses have been added to this bill. You must expense this bill to at least one account.  
Click "Add Expense" to expense this bill to an expense account in your chart of accounts.

0 of 0 selected

# Month-end checklist

Owner statements - preliminary

- **Accounting > Statements > Generate Owner Statements**

Accounting > Statements > Generate Owner Statements

Start Date: 07/01/2023 | End Date: 07/31/2023 | Process Date: 08/10/2023 | Office: All Offices | Owner Last Name: | Rental Agent: [no filter] | Sort by: Owner | Then by: Unit Code

Owner Statement Status During Statement Period

Emailed: [no filter] | Printed: [no filter] | Reconciled: [no filter] | Published: [no filter] | Saved: [no filter]

Only Show Owners

With a current contract(s) |  With activity in statement period

Reset Search Search

Showing 1 to 17 of 17 rows | 20 Items per page

Select all owners on all pages

<input type="checkbox"/>	Owner Name	Unit Codes (s)	Rental Agent (s)	Emailed	Printed	Reconciled	Published	Saved
<input checked="" type="checkbox"/>	Barbieri, Erika	EB10	Holt, S					
<input checked="" type="checkbox"/>	Brown, Sally	B103	Holt, S					
<input checked="" type="checkbox"/>	Campbell, Joe	HT101						



# Month-end checklist

Pay owners

- Accounting > Accounts Payable > Pay Owners

Accounting > Accounts Payable > Pay Owners

### Generate Owner Payments

Processing Date: 07/31/2023 | Office: [no filter] | Unit Code: | Last Name: | Search | Reset

Only show owners with a balance

<input checked="" type="checkbox"/> Name	Unit(s)	Balance	Working Capital	Amount
<input checked="" type="checkbox"/> Brown, Sally	B001, B103, B103, HT101	875.00	0.00	875.00
<input checked="" type="checkbox"/> Campbell, Joseph	B001, HT101, LKV320	460.00	0.00	460.00
<input checked="" type="checkbox"/> Jones, Bob	B001, B001, B001	1347.27	50.00	1297.27
<input checked="" type="checkbox"/> Smith, Bob	B001, B103, B103	875.00	0.00	875.00
<input checked="" type="checkbox"/> Smith, Mary	LKV320	200.00	200.00	0.00
5 of 5 selected				
		<b>3757.27</b>	<b>250.00</b>	<b>3507.27</b>

Billing Date: 07/31/2023 | Posting Date: 07/31/2023 | Pay From Account: 1010 - Trust Bank Account | Balance: 123949.70 |  Print Checks | Generate Payments

# Month-end checklist

Pay owners (continued)

- Accounting > Accounts Payable > Print Checks

Accounting > Accounts Payable > Pay Owners > Print Checks

### Print Checks

Bank Account: 1010 - Trust Bank Account | Office: [no filter] | Payee Type: Owner | Payment Type: ACH-Enabled | Rental Agent: [no filter] | First Check #: 31 | Last Check #: 32 | Search | Reset

Sort by: Post Date - Newest First | Then by: Payee | Top Margin: 0.00 | Left Margin: 0.00 | [Modify Margins](#)

<input type="checkbox"/>	Doc Number	Post Date	Payee	ACH	Unit Codes (s)	Rental Agent (s)	From Account	Memo	Amount
<input checked="" type="checkbox"/>	JE-00000...	8/10/2023	<a href="#">Kam_Murphy</a>	✓	5050, Clean, kam*	Imiyajwala, Admin	<a href="#">1010 - Trust Bank Account</a>	Payment to Owner - 8/10/2023	\$2,250.00
<input checked="" type="checkbox"/>	JE-00000...	8/10/2023	<a href="#">Mander_Sally</a>	✓	003, B103	Holt, Spalding	<a href="#">1010 - Trust Bank Account</a>	Payment to Owner - 8/10/2023	\$1,350.00

2 of 2 selected

[Create ACH File](#) [Print Selected Checks](#)

Create ACH File - Google Chrome

spt002.escapia.com/webagency/Accounting/Banking/CreateACHFileWindow.aspx?ProxyKey=464439...

Please Create and Save the ACH file, then confirm whether file creation was successful or not. You may print the ACH details from the report below.

Settlement Date: 08/10/2023 | Daily File Sequence: A | [Create ACH File](#) [Successful](#) [Not Successful](#)

ACH Checks 1 / 1 | 78%

#### ACH Report for 8/10/2023

8/10/2023 6:53 AM  
Page 1 of 1

Date	Sequence #	Payable To	Memo	Entry Class	Journal Doc	Amount
8/10/2023	1001	Kams Rentals	Payment to Owner - 8/10/2023	PPD	JE-000004094	\$2,250.00
8/10/2023	1002	Sally Mander	Payment to Owner - 8/10/2023	PPD	JE-000004096	\$1,350.00
<b>Total:</b>						\$3,600.00

# Month-end checklist

Owner statements - final

- Accounting > Statements > Generate Owners Statements

Accounting > Statements > Generate Owner Statements

### Generate Owner Statement

Select the period for which you want to generate statements.

Start Date: 07/01/2023 | End Date: 07/31/2023 | Process Date: 08/10/2023 | Office: All Offices | Owner Last Name: | Rental Agent: [no filter] | Sort by: Owner | Then by: Unit Code

Owner Statement Status During Statement Period

Emailed: [no filter] | Printed: [no filter] | Reconciled: [no filter] | Published: [no filter] | Saved: [no filter]

Only Show Owners

With a current contract(s) |  With activity in statement period

Reset Search Search

Showing 1 to 17 of 17 rows | 20 Items per page | < 1 >

Select all owners on all pages

<input type="checkbox"/>	Owner Name	Unit Codes (s)	Rental Agent (s)	Emailed	Printed	Reconciled	Published	Saved
<input checked="" type="checkbox"/>	Barbieri, Erika	EB10	Holt, S					
<input checked="" type="checkbox"/>	Brown, Sally	B103	Holt, S					
<input checked="" type="checkbox"/>	Campbell, Joe	HT101						



# Month-end checklist

Owner statements - final (continued)

- Accounting > Statements > Generate Owners Statements

Accounting > Statements > Generate Owner Statements

### Generate Owner Statement

**Actions**

Save     Email [Test Mode]     Email     Publish     Mark as reconciled   

Showing 1 to 17 of 17 rows    20    Items per page

Owner	Statement
Barbieri, Erika	Property EB10 - Owner Statement (07/01/2023 - 07/31/2023)
Brown, Sally	Property B103 - Owner Statement (07/01/2023 - 07/31/2023)
Campbell, Joe	Property HT101 - Owner Statement (07/01/2023 - 07/31/2023)
Ha, Kevin	Property UglyHou5 - Owner Statement (07/01/2023 - 07/31/2023)
Jones, Fred	Property - Owner Statement (07/01/2023 - 07/31/2023)
Kam, Murphy	Property 5050, Clean, kam* - Owner Statement (07/01/2023 - 07/31/2023)
Mander, Sally	Property 003, B103 - Owner Statement (07/01/2023 - 07/31/2023)
Murray, Owner	Property Meh - Owner Statement (07/01/2023 - 07/31/2023)
Owner, Beth	Property DAGT2, Meh - Owner Statement (07/01/2023 - 07/31/2023)
Owenslot, Sir	Property - Owner Statement (07/01/2023 - 07/31/2023)
Rev. Jean Doan,	Property 002, 003 - Owner Statement (07/01/2023 - 07/31/2023)
Smith, Mary	Property - Owner Statement (07/01/2023 - 07/31/2023)
Testname, Escapia	Property FunkY - Owner Statement (07/01/2023 - 07/31/2023)
TheOwner, Steve	Property Meh - Owner Statement (07/01/2023 - 07/31/2023)
Tyler, Murphy	Property 002, 003, 1001, 5050 - Owner Statement (07/01/2023 - 07/31/2023)
White, Charles	Property - Owner Statement (07/01/2023 - 07/31/2023)

OutputPdfToBrowser.aspx - Google Chrome

spt002.escapia.com/webagency/correspondence/OutputPdfToBrowser.aspx?pdfFile=90326251e9.tmp&isPopupDialog...

OutputPdfToBrowser.aspx 1 / 23 60%

**ABC Rentals**  
www.abcrentals.com  
1234 - 5TH AVENUE  
SEATTLE, WA 98104  
+1 (800) 372-2742  
+1 (206) 446-0800 fax

**OWNER STATEMENT**  
07/01/2023 - 07/31/2023  
Statement Date:  
Thursday, August 10, 2023

Erika Barbieri  
123 Front Beach Road  
Panama City Beach, FL 32413

Erika,  
Thank you for the privilege of allowing ABC Rentals to manage your vacation rental property.

Sincerely,  
Adrian Kammurphy

**Owner Financial Summary**  
The below financial summary shows all booking income and expenses, unit expenses, other income and expenses, and statements.

Summary	
Statement Beginning Balance	-\$175.00
Booking Income and Expenses	\$0.00
Unit Expenses	\$0.00
Adjustments	\$0.00
Statement Ending Balance	-\$175.00
Due From Owner	\$175.00

**UNIT FINANCIAL SUMMARY**

	YEAR-TO-DATE		CURRENT PERIOD
	TOTAL	DEBIT	
<b>REVENUE</b>			
Unit Income	\$0.00		
Per Fee	\$0.00		
Man. Income	\$0.00		
Management Fees	\$0.00		
Reservations Service	\$0.00		
Maintenance & Supplies	-\$150.00		
Marketing	\$0.00		
Telephone Calls	\$0.00		
Reservations Calls	\$0.00		
Utilities	\$0.00		
Man. Expenses	\$0.00		
Travel Agent Commissions	\$0.00		

# Month-end checklist

Pay open items

- Accounting > Reports > Pay Open Items

Accounting > Accounts Payable > Pay Open Items

## Pay Open Items Wizard - Step 1 of 3

### Payment Mode

- Review open items and optionally select specific items.  
 Pay all open items now.

### Open Item Options

Office: [no filter] ▼  
Items posted as of: 07/31/2023 [calendar icon] ▼  
or  
Items due as of: [calendar icon] ▼

Only pay up to owner balances

### Payment Options

Posting Date: 07/31/2023 [calendar icon] ▼  
Pay From Account: 1010 - Trust Bank Account ▼  
Balance: -64664.64  
 Print checks



# Month-end checklist

Pay open items

- Accounting > Account Payables > Pay open items

Accounting > Accounts Payable > Pay Open Items

### Pay Open Items Wizard - Step 2 of 3

Processing Date 7/31/2023 Due Date n/a Office [no filter] [Modify Search Criteria](#)

<a href="#">pay_all</a>	Name	Balance	Selected	Disc. Taken	Pay Amount
<input type="checkbox"/> Pay everything	<a href="#">ABC Rentals</a> [62 items selected]	20797.47	20797.47	0.00	20797.47
<input type="checkbox"/> Don't pay	<a href="#">Cleaning Express</a>	-125.00	0.00	0.00	0.00
<input type="checkbox"/> Don't pay	<a href="#">number 2</a>	-1500.00	0.00	0.00	0.00
<input type="checkbox"/> Pay selected items	<a href="#">Pierce County Tax Collector</a> [0 of 10 items selected]	2134.00	0.00	0.00	0.00
<input type="checkbox"/> Pay selected items	<a href="#">King County Tax Collector</a> [0 of 93 items selected]	5825.40	0.00	0.00	0.00
<input type="checkbox"/> Pay selected items	<a href="#">Russell Boone - Sales Agent</a> [0 of 2 items selected]	112.00	0.00	0.00	0.00
6 of 6 selected					
		27243.87	20797.47	0.00	20797.47

Posting Date   Pay From Account  Balance   Print checks



# Month-end checklist

Pay open items

- Business OIAP Check Distribution report

- **Accounting > Reports > Accounts Payable > Business OIAP Check Distribution Report**

Accounting > Reports > Accounts Payable > Business OIAP Check Distribution

Start Date: 7/1/2023    End Date: 7/31/2023  
Check Number: Check:1111, Jul 10 2023, 386698.85

1 of 1    100%    Find | Next

### Business OIAP Check Distribution Report

Check Number: 1111    Date: 7/10/2023  
Check JE Number: JE-001874949    Check Amount: \$386,698.85

GL Account	Acct Number	Name	JE Number	Posting Date	Description	Amount
2300.1000		Management Fees				-252,138.90
2300.1005		Advertising Income				-4,425.00
2300.1010		Reservation Fees				-50,936.75
2300.1020		Owner Booking Fees				-17,226.00
2300.1030		Guest Discounts				970.00
2300.1500		Travel Agency Commissions				1,613.32
2300.1525		Travel Agent fee income				-2,295.65
2300.1575		Travel Insurance Fees				-4,109.35
2300.1585		GETA Tax Prep Fees				-50.00
2300.1600		Misc. Fees				2,626.63
2300.1700		Misc. Expenses				416.88
2300.1710		Dissatisfied Owner				107.22
2300.1715		Dissatisfied Guest				400.00
2300.1720		Maint/Hsk Errors				68.11
2300.1735		Guest Damage				-493.71
2300.1800		Cash Over/Short				320.05
2300.1850		Bank/Merchant Charges				403.00
2300.1900		Interest Earned				-13,124.33
2300-1400		CC Fee Income				-48,824.37
Distribution Total						-386,698.85

8/10/2023 4:30:50 AM    Page 1 of 1

# Month-end reports

- Accounting > Reports > Trial Balance > Summary Trust Reconciliation Report

Accounting > Reports > Trial Balance > Summary Trust Reconciliation Report

Start Date   Report Date

Show Zero Balance Subledgers  True  False Show Details  True  False

1 of 1 100%     Find | Next

### Summary Trust Reconciliation Report at 8/31/2023

Account Number	Account Name	Type	Subledger Name	Bal Fwd	Period Amount	Ending Balance
		Bank Totals		131,047,052.38	\$3,603.37	\$131,050,655.75
	⊕	Business		4,751,088.61	26,618.00	4,777,706.61
	⊕	Owner		-2,874,666.54	-24,114.00	-2,898,780.54
	⊕	Vendor		217,515.77	58.32	217,574.09
	⊕	Customer		126,449,060.88	1,041.05	126,450,101.93
	⊕			2,504,053.66	0.00	2,504,053.66
		Subledger Totals		131,047,052.38	\$3,603.37	\$131,050,655.75

8/2/2023 1:14:30 PM Page 1 of 1



# Month-end reports

- Accounting > Reports > Trial Balance > Business Summary Trial Balance - Monthly By Year

Accounting > Reports > Trial Balance > Business Summary Trial Balance - Monthly by Year

RptYear: 2023 Show Cumulative:  True  False

1 of 1 100% Find | Next

### Business Summary Trial Balance 2023

GL Number	Account Name	Bal Fwd	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
1231231234	whitehat test	-175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1000	Management Fees	0.00	0.00	-56.00	-1,342.16	-15,601.44	-5,057.58	-3,623.87	0.00	0.00	0.00	0.00
2300.1000	Management Fees	-1,416,279.23	0.00	0.00	0.00	0.00	0.00	0.00	-2,423.40	-3,596.72	-7,769.76	-3,892.22
2300.1060	Service Order Markup	-1,905.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1100	Housekeeping Fees	0.00	-70.00	-105.00	-1,154.70	-10,386.78	-1,300.10	-2,753.74	0.00	0.00	0.00	0.00
2300.1100	Housekeeping Fees	-663,405.02	0.00	0.00	0.00	0.00	0.00	0.00	-2,464.40	-3,490.52	-1,397.34	-2,293.11
2300.1200	Maintenance Fees	0.00	-40.00	-711.00	-2,040.00	-7,640.00	-8,842.00	-4,440.00	0.00	0.00	0.00	0.00
2300.1200	Maintenance Fees	-43,515.78	0.00	0.00	0.00	0.00	0.00	0.00	-9,685.00	-20,564.00	-14,532.00	-15,939.00
2300.1300	Cancellation Fees	-12,310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1400	Purchase Discounts	0.00	-31.00	0.00	0.00	-21.00	-31.00	-31.00	0.00	0.00	0.00	0.00
2300.1400	Purchase Discounts	-21,518.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1500	Travel Agency Commissions	0.00	0.00	0.00	0.00	0.00	3,272.74	0.00	0.00	0.00	0.00	0.00
2300.1500	Travel Agency Commissions	-6,719.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1600	Misc. Fees	0.00	-24,015.00	-23,764.88	-24,181.00	-31,072.34	-30,842.00	-28,518.00	0.00	0.00	0.00	0.00
2300.1600	Misc. Fees	-3,420,923.97	0.00	0.00	0.00	0.00	0.00	0.00	-30,536.11	-38,102.06	-34,862.87	-34,038.00
2300.1700	Misc. Expenses	0.00	0.00	-610.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1700	Misc. Expenses	3,861.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1750	Golf	-6,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1800	Credit Card Fees	847.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1900	GLAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.2000	Item Return	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Net Income/Expense</b>	<b>-5,588,543.44</b>	<b>-24,156.00</b>	<b>-25,246.88</b>	<b>-26,717.86</b>	<b>-64,721.56</b>	<b>-42,799.94</b>	<b>-39,366.61</b>	<b>-45,108.91</b>	<b>-65,753.30</b>	<b>-58,561.97</b>	<b>-56,162.33</b>
2300.9000	Business Payments	1,436,211.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Business Balance</b>	<b>-4,152,331.52</b>	<b>-24,156.00</b>	<b>-25,246.88</b>	<b>-26,717.86</b>	<b>-64,721.56</b>	<b>-42,799.94</b>	<b>-39,366.61</b>	<b>-45,108.91</b>	<b>-65,753.30</b>	<b>-58,561.97</b>	<b>-56,162.33</b>




8/4/2023 9:44:16 AM



# Closing accounting period

# Close accounting period

- Accounting > Setup > General  
Accounting Setup

Close Accounting Period			
Accounting	Reservations	Service Orders	
07/31/2023 	07/31/2023 	07/31/2023 	
Transactions Open for ? days	Res Pymts Refunds <input type="text"/>	Res Charges Credits <input type="text"/>	Service Orders <input type="text"/>
Acctg: Auto close ? Months in arrears on this day of month		Months <input type="text"/>	DOM <input type="text"/>
Res/SO: Auto close prior month on this day of month		Res DOM <input type="text"/>	SO DOM <input type="text"/>

# Troubleshooting tips



# Troubleshooting

Duplicate entries on owner statement

---

<b>BKG-</b>	<b>(05/03/2023-05/06/2023)</b>	<b>Customer:</b>
5/6/2023	Pet Fee	
5/6/2023	Pool Heat	
5/6/2023	Pet Fee	
5/6/2023	Unit	from 5/3/2023 to 5/6/2023
<b>Subtotal - BKG-</b>		



# Troubleshooting

Should this account have a zero balance?

---

## Should have a zero balance at end of month:

---

- 1200 Accounts Receivable
- 2199 Folio Transfers and Clearing
- 2450 and 2750:  
Payments to Owners and Guests

## Should always have a zero balance:

---

- 2300 Business Account Payable
- 3000 Unit/Owner Equity
- These are non-posting accounts



# Mastering month-end accounting

Do I have an out-of-balance transaction?

- Accounting > Journal Documents

**Journal Documents**

Document No.	Memo Text	Amount	Status	Balanced	All Dates		Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	Any Status ▾	Not Balanced ▾	On or After	On or Before	Reset
Type	Document Template	Posting User			10/01/2020	10/31/2020	
All Types ▾	Any Template ▾	All Users ▾					

No results were found within the specified criteria.



# FREE Professional Services (normally \$250 per hour!)



## Topics

- Vrbo Health & Wellness
- Rates Manager
- New Unit Editor, Owners, Contracts
- Reservations
- Housekeeping
- Service Orders
- Correspondence
- Owner Portal

Sign up with QR code below or at  
[www.escapia.com/training](http://www.escapia.com/training)



Q&A





EXPLORE 23  
FEST

#EXPLOREfest