



*The **Heart** of Hospitality*

# Effortless Financial Management

A Demo of Track's New Bulk Charge Feature

**NEXT**  
BY NEXON

The **Heart** of Hospitality

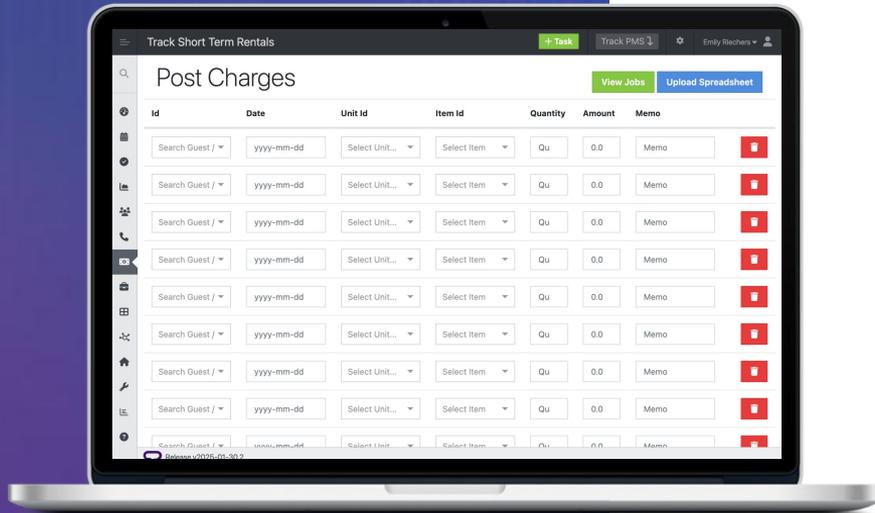
# Post Charges in Bulk

Charges can be posted to the folio, the owner profile, or work order

The Bulk Charge Import Tool is designed to facilitate the bulk uploading of various types of charges, which can save time for teams that need to manually enter charges exported from other applications or variable charges into TrackPMS.

Here are the five types of imports:

- Folio Guest Charges
- Folio Owner Charges
- Owner Charges on Profile
- Maintenance Work Order Owner Charges
- Housekeeping Work Order Owner Charges



Track Short Term Rentals + Task Track PMS Emily Reichert

Reservation Made Jan 29, 2025

Alt. Conf. Number None

Reservation Type Regular

Agreement Status Not Sent

Guest Portal Status Not Invited

Rate Type Week

Payment Method None

Tax Exempt No

Cancellation Beachside Inn

Master Folio Set Master

Folio Rule No Rule/Guest Pay

Group Set Group

POS Settings Allow Charges - \$0.00

Campaign DestinFlorida.com

Travel Agent None

Res Agent Todd Davis

Statement Comment

Est. Commission \$0.00

William Khan BSINN (100%)

Additional Actions: Accounting Tools

**All Transactions** Breakdown  Show Voids Transfer Post Payment Post Charge Post Unlinked Refund

| #       | ↑↓ | Date         | ↑↓ | Folio# | ↑↓ | Type    | Manual | Description                      | Qty | Tax | Amount     | Actions |
|---------|----|--------------|----|--------|----|---------|--------|----------------------------------|-----|-----|------------|---------|
| 1051078 |    | Jan 29, 2025 |    | 554816 |    | payment | N      | e-Check Payment on Folio #554816 | --  | --  | (\$583.82) | Actions |

Showing 1 to 1 of 1 entries Entries 25 Previous 1 Next

**Owner Charges**  Show Voids Post Owner Charge

| #                          | ↑↓ | Date | ↑↓ | Owner | Description | Qty | Tax | Amount |
|----------------------------|----|------|----|-------|-------------|-----|-----|--------|
| No data available in table |    |      |    |       |             |     |     |        |

Showing 0 to 0 of 0 entries Entries 25 Previous Next

Release v2025-01-30.2

### Examples:

- Post over/short adjustments via download of 'Folios with a Balance' and adjust all reservations that needs penny rounding adjustments with one import.
- Post manual tax adjustments when policies change and cleanup is needed on some reservations caught between old and new policies.
- Post manual fee adjustments when there are issues with configuration of a new unit or after initial implementation.

# Folio Guest Charge

Bulk post charges on a list of folios

1. Charges are posted to the guest folio, affecting the folio balance.
2. These charges appear in the 'Transaction' section of the folio/reservation.

Track Short Term Rentals + Task Track PMS Emily Reichert

Reservation Made Jan 29, 2025

Alt. Conf. Number None

Reservation Type Regular

Agreement Status Not Sent

Guest Portal Status Not Invited

Rate Type Week

Payment Method None

Tax Exempt No

Cancellation Beachside Inn

Master Folio Set Master

Folio Rule No Rule/Guest Pay

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| 1051078 |    | Jan 29, 2025 |    | 654816 |    | payment | N      | e-Check Payment on Folio #554816 | --  | --  | (\$583.82) |         |

Showing 1 to 1 of 1 entries Entries 25 Previous 1 Next

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**Owner Charges**  Show Voids Post Owner Charge

| #                          | ↑↓ | Date | ↑↓ | Owner | Description | Qty | Tax | Amount |
|----------------------------|----|------|----|-------|-------------|-----|-----|--------|
| No data available in table |    |      |    |       |             |     |     |        |

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# Folio Owner Charge

## Bulk post charges to the owner folios

1. Charges are posted to the owner and displayed as related to the indicated folio, affecting the owner balance.
2. These charges appear in the 'Owner Charges' section of the folio.
3. Shown in the Units' section, posted as the Accounting Item name. Comments can be added once posted via the statement tool to add more details.

### Examples:

- Post fees that are calculated post booking (like a percent of the total) that need to be charged to the owner because a reservation occurred

Meghan Holt

Edit

← Back To Owner

General Contacts Units Recurring Charges **Transactions** Statements Work Orders Unit Codes Documents Payment Methods

Entries 25

 Show Voids

Post Payment

Post Charge

Write Check

| #       | LT | Date         | LT | Type   | Source | Statement | Description   | Qty  | Tax     | Amount    |
|---------|----|--------------|----|--------|--------|-----------|---|------|---------|-----------|
| 1050945 |    | Mar 6, 2025  |    | charge | Folio  | --        | Property Management and/or Travel Agent Commission Charge.    | 1.00 | --      | (\$17.07) |
| 1050944 |    | Mar 6, 2025  |    | charge | Folio  | --        | Mar 6, 2025 - Room charge for Windancer 402 on Folio #553212  | 1.00 | \$10.24 | \$85.36   |
| 1050943 |    | Mar 5, 2025  |    | charge | Folio  | --        | Property Management and/or Travel Agent Commission Charge.    | 1.00 | --      | (\$17.07) |
| 1050942 |    | Mar 5, 2025  |    | charge | Folio  | --        | Mar 5, 2025 - Room charge for Windancer 402 on Folio #553212  | 1.00 | \$10.24 | \$85.36   |
| 1050941 |    | Mar 4, 2025  |    | charge | Folio  | --        | Property Management and/or Travel Agent Commission Charge.    | 1.00 | --      | (\$17.07) |
| 1050940 |    | Mar 4, 2025  |    | charge | Folio  | --        | Mar 4, 2025 - Room charge for Windancer 402 on Folio #553212  | 1.00 | \$10.24 | \$85.36   |
| 1050939 |    | Mar 3, 2025  |    | charge | Folio  | --        | Property Management and/or Travel Agent Commission Charge.    | 1.00 | --      | (\$17.07) |
| 1050938 |    | Mar 3, 2025  |    | charge | Folio  | --        | Mar 3, 2025 - Room charge for Windancer 402 on Folio #553212  | 1.00 | \$10.24 | \$85.36   |
| 1050937 |    | Mar 2, 2025  |    | charge | Folio  | --        | Property Management and/or Travel Agent Commission Charge.    | 1.00 | --      | (\$17.07) |
| 1050936 |    | Mar 2, 2025  |    | charge | Folio  | --        | Mar 2, 2025 - Room charge for Windancer 402 on Folio #553212  | 1.00 | \$10.24 | \$85.36   |
| 1050934 |    | Mar 1, 2025  |    | charge | Folio  | --        | Mar 1, 2025 - Room charge for Windancer 402 on Folio #553212  | 1.00 | \$10.24 | \$85.36   |
| 1050935 |    | Mar 1, 2025  |    | charge | Folio  | --        | Property Management and/or Travel Agent Commission Charge.    | 1.00 | --      | (\$17.07) |
| 1050933 |    | Feb 28, 2025 |    | charge | Folio  | --        | Property Management and/or Travel Agent Commission Charge.    | 1.00 | --      | (\$17.07) |
| 1050932 |    | Feb 28, 2025 |    | charge | Folio  | --        | Feb 28, 2025 - Room charge for Windancer 402 on Folio #553212 | 1.00 | \$10.24 | \$85.36   |
| 1050931 |    | Feb 27, 2025 |    | charge | Folio  | --        | Property Management and/or Travel Agent Commission Charge.    | 1.00 | --      | (\$17.07) |
| 1050930 |    | Feb 27, 2025 |    | charge | Folio  | --        | Feb 27, 2025 - Room charge for Windancer 402 on Folio #553212 | 1.00 | \$10.24 | \$85.36   |
| 1050929 |    | Feb 26, 2025 |    | charge | Folio  | --        | Property Management and/or Travel Agent Commission Charge.    | 1.00 | --      | (\$17.07) |

## Examples:

- Post charges from company credit card bill directly to owner profile.
- Post utility bill charges to owner profiles.
- Annual STR license renewal fees
- Recurring charges that vary in amount

# Owner Charge on Profile

## Bulk post charges to the owner profile

1. Charges are posted to the owner and displayed in the transactions section of the statement, affecting the owner balance.
2. These charges appear in the 'Transactions' tab of the owner profile.
3. Shown in the Transactions section, posted as the Accounting Item name. Comments can be added once posted via the statement tool to add more details.

Track Short Term Rentals + Task Track PMS Emily Reichers

## Work Order #35

Cancel Assign Vendor Completed Work Completed ← Back to Work Order

General **Tasks** Photos Vendor Bill **Owner Charges** Work Logs

Show 25 rows + Charge

| ID      | Date         | Owner         | Memo | Bill | Sub Total | Tax    | Total    |                                       |
|---------|--------------|---------------|------|------|-----------|--------|----------|---------------------------------------|
| 1051081 | Jan 30, 2025 | Doris McClain |      | --   | \$100.00  | \$0.00 | \$100.00 | <span>Edit</span> <span>Delete</span> |

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### Examples:

- Post labor charges across several work orders based on timesheets.
- Post supplies charges across several work order based on receipts or expense reports.

# MT Work Order Owner Charge

## Bulk post charges to the MT work order

1. Charges are posted to the owner and displayed as related to the indicated maintenance work order, affecting the owner balance.
2. These charges appear in the 'Owner Charges' tab of the maintenance work order.
3. Shown in Work Orders section as a related Work Order charge with more detail in the 'Work Order Summary' of the Owner Statement.

Track Short Term Rentals

Work Order #30

Cancel Assign Start Work Back to Work Order

General Tasks Photos Owner Charges Work Logs

Show 25 rows + Charge

| ID      | Date         | Owner        | Memo | Sub Total | Tax    | Total    |      |        |
|---------|--------------|--------------|------|-----------|--------|----------|------|--------|
| 1051080 | Jan 30, 2025 | Scott Fields |      | \$100.00  | \$0.00 | \$100.00 | Edit | Delete |

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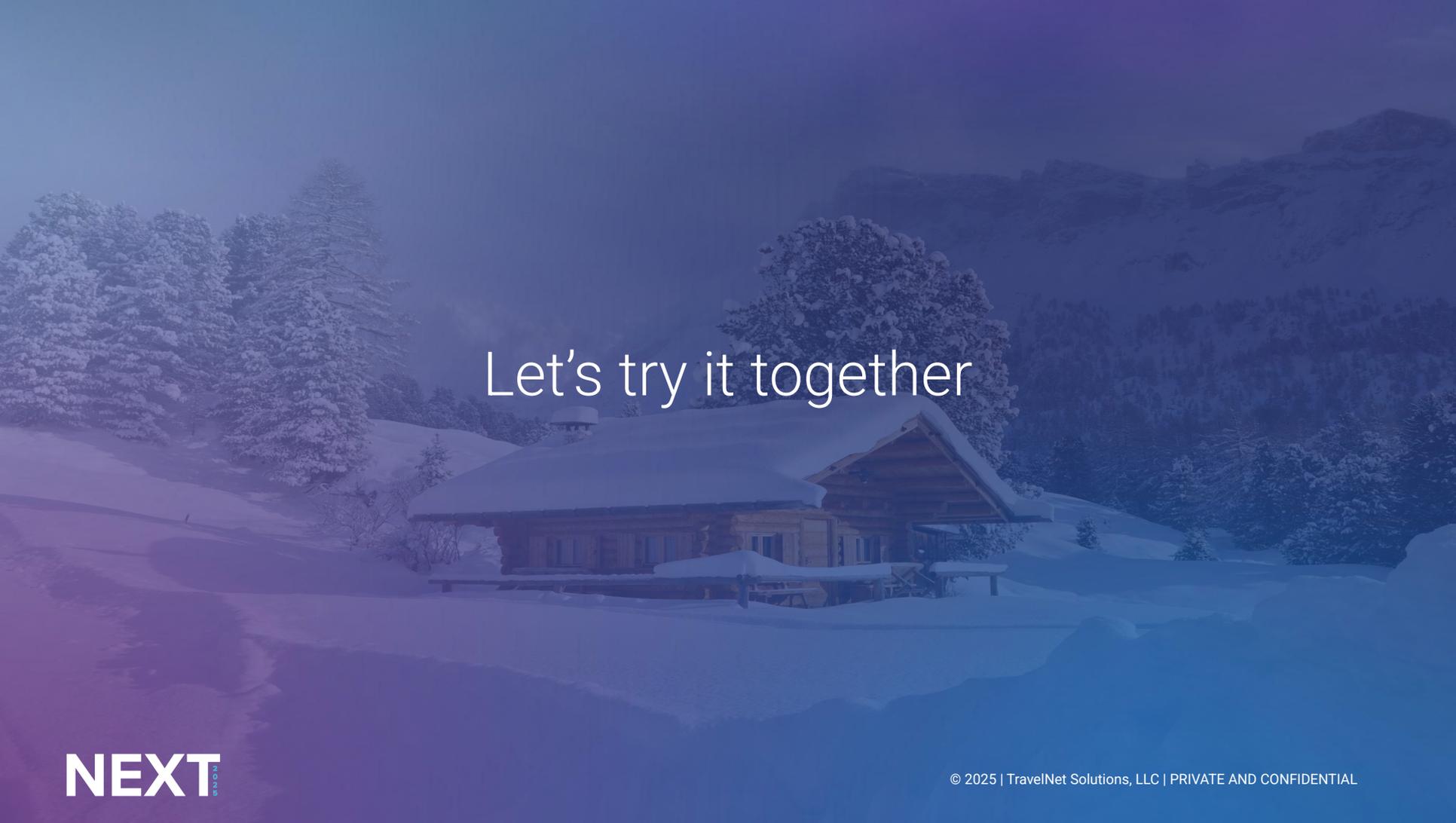
### Examples:

- Post labor charges across several work orders based on timesheets.
- Post supplies charges across several work order based on receipts or expense reports.

# HK Work Order Owner Charge

## Bulk post charges to the HK work order

1. Charges are posted to the owner and displayed as related to the indicated housekeeping work order, affecting the owner balance.
2. These charges appear in the 'Owner Charges' tab of the maintenance work order.
3. Shown in Owner Charges section as the Accounting Item name.

A scenic view of a wooden cabin with a snow-covered roof, nestled in a snowy mountain landscape. The scene is overlaid with a blue gradient. The cabin has a chimney and a covered porch area. Snow-covered evergreen trees are visible in the background and foreground.

Let's try it together

**NEXT**  
STAY

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# What kinds of tasks do you feel this tool could be most useful for?



# Find more info online

TrackSuite Help Center

More information about the Post Charges in Bulk tool can be found [in our help center](#).

Scan the QR code for a direct link!





**How confident are you in using the bulk charge feature after this demo?**

