

The background features a light blue gradient with several overlapping circles in various shades of blue, creating a modern, abstract design. The text 'EXPLORE 23 FEST' is centered in the lower half of the image.

EXPLORE 23

FEST

Advanced accounting for Escapia users

Bob Smersh, Senior Customer Product Support Specialist

Bob Smersh

Senior Customer Product
Support Specialist



Agenda

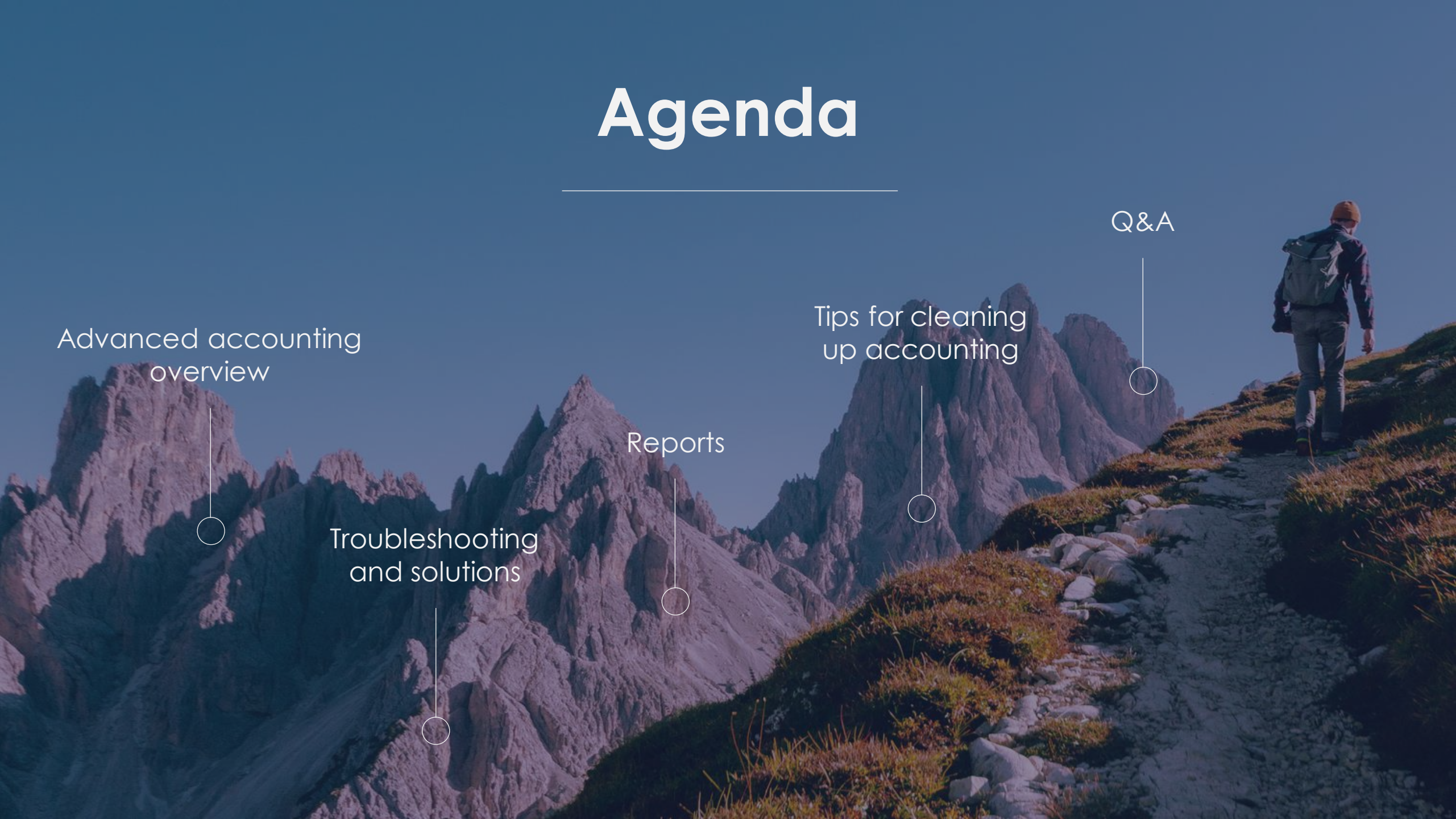
Advanced accounting
overview

Troubleshooting
and solutions

Reports

Tips for cleaning
up accounting

Q&A



Advanced accounting overview

Benefits of advanced accounting practices

Understand

how your business
is performing

Reduce

audit risk

Accounting

clean-up
& correction

Troubleshooting and solutions

Common challenges or pain points

Chargebacks/external transactions

•

Adjustments in the bank reconciliation

•

Unit ownership changes

•

Entering bills

Reverse/remove processing








•

Processing revenue issues

•


Paying open items



Chargebacks / external transactions: there is a balance in the 1200 account

escapia    Reservations Inbox Front Desk Contacts Housekeeping Rates Units Service Accounting Custom Search Admin    

Accounting > Chart Of Accounts

Chart of Accounts

Account Type:
[All account types]  ☐ Show Inactive

Action   New Account

<input type="checkbox"/> Account	Account Type	Ledger	Balance
<input type="checkbox"/> 1000 Cash on Hand	Other Current Asset	General	\$6,448.87
<input type="checkbox"/> 1010 Trust Bank Account	Bank	General	\$159,528.40
<input type="checkbox"/> 1100 Credit Card Clearing	Other Current Asset	General	\$0.00
<input type="checkbox"/> 1200 Accounts Receivable	Accounts Receivable	General	\$12.79
<input type="checkbox"/> 2000 Advanced Deposits	Other Current Liability	Customer	(\$43,468.65)
<input type="checkbox"/> 2100 Security Deposit Holding	Other Current Liability	Customer	(\$71,208.00)
<input type="checkbox"/> 2150 GiftCert/FutureBooking Holding	Other Current Liability	General	\$0.00
<input type="checkbox"/> 2199 Folio Transfers & Clearing	Other Current Liability	General	\$0.00
<input type="checkbox"/> 2200 Travel Insurance Collected	Other Current Liability	General	(\$3,309.67)
<input type="checkbox"/> 2250 Damage Waiver Fees	Other Current Liability	General	(\$2,925.00)
<input type="checkbox"/> 2299 Service Order Clearing	Other Current Liability	Service Order	\$1,201.00

External transactions show up as an adjustment

Reconcile Credit Card / eCheck Settlements

Merchant Account

Manual

☒ Show Reconciled

Statement Date

On or After

04/01/2023

On or Before

04/30/2023

Search

Reset

Settlement Batches

Reference Number	Posting Date	Statement Date	Items Settled	Amount Settled	Amount Deposited	Adjustment
	4/8/2023	04/08/2023	1	1299.96	1099.96	200.00
			1	1299.96	1099.96	200.00

Cancel

Save

External transactions solution

Confirm

what
occurred

Make corrections

in the folio as
needed

Reconcile

the credit card
settlement



Adjustments in the bank reconciliation

Create a new JDT if necessary

Enter a new adjustment on the adjustment tab

Reconcile the new adjustment

Unit ownership changes

Adjust the End Date on existing owner contract

Create new owner contract, start date one day later

No split booking if using payment processing method

Remove/Reverse processing and reprocess if necessary



Entering bills

Negative

amount for
bills allowed

Be aware

of reversal date

**If tax
vendor,**
use 25xx account

Reverse / remove processing

Always use remove
when possible

Must use reverse if
anything paid

Must use reverse
to show on new
owner statement

Processing revenue issues

Separate

by month for
long term

Allows

for exact rent amount
each month

**New
reservation**

if longer than
a year



Paying open items

Always include
negatives

For accurate
reports, use last day
of previous month

Paying the
EVRN Vendor Bill
(transfer to business)

Reports

Summary Trust Reconciliation report

Accounting > Reports > Trial Balance > Summary Trust Reconciliation Report

Start Date

7/1/2023



Report Date

7/31/2023



View Report

Show Zero Balance Subledgers ☐ True ☒ False

Show Details ☐ True ☒ False

Navigation controls: Previous, First, 1 of 1, Next, Last, Refresh, Zoom (100%), Save, Print, Find | Next

Summary Trust Reconciliation Report at 7/31/2023

Account Number	Account Name	Type	Subledger Name	Bal Fwd	Period Amount	Ending Balance
		Bank Totals		167,077.23	\$0.00	\$167,077.23
	⊕	Business		22,419.00	126.68	22,545.68
	⊕	Owner		19,715.31	-31.00	19,684.31
	⊕	Vendor		4,456.49	-500.00	3,956.49
	⊕	Customer		116,140.55	-95.68	116,044.87
	⊕			4,345.88	500.00	4,845.88
		Subledger Totals		167,077.23	\$0.00	\$167,077.23

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A person wearing a blue cap, a green jacket, and a large orange backpack is walking away from the camera on a dirt trail. The background shows a hazy, mountainous landscape.

A person wearing a blue cap, a green jacket, and a large orange backpack is walking away from the camera on a dirt path. The path leads up a grassy hillside towards a mountain range in the background. In the foreground, there are yellow wildflowers and some rocks.

Business Summary Trial Balance

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

RptYear: 2023 Show Cumulative: ☒ True ☐ False View Report

1 of 1 100% Find | Next

Business Summary Trial Balance 2023

GL Number	Account Name	Bal Fwd	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2300.1000	Management Fees	-30,799.92	0.00	-70.00	-70.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1050	Reservation Fees	-8,355.00	-100.00	-300.00	-400.00	-100.00	-400.00	0.00	0.00	0.00	0.00
2300.1060	Service Order Markups	-222.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1100	Housekeeping Fees	-42,786.00	0.00	-650.00	-600.00	-850.00	0.00	-5.00	-31.00	-2.00	0.00
2300.1150	Bike Rentals	-200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1170	CC Fees from Guest	-3,238.52	-86.55	0.00	-218.38	-167.46	-135.18	0.00	-95.68	0.00	0.00
2300.1200	Maintenance Fees	-3,560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1300	Cancellation Fees	-112.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1400	Purchase Discounts	-200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1500	Travel Agency Commissions	554.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1600	Misc. Fees	-425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1700	Misc. Expenses	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1800	Bank Interest	-73.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1840	Bank Service Fee	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1850	VRP CC Charges	399.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2300.1875	Over & Short	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Net Income/Expense	-88,907.27	-186.55	-1,020.00	-1,288.38	-1,117.46	-535.18	-5.00	-126.68	-2.00	0.00
2300.9000	Business Payout	84,110.58	0.00	0.00	0.00	40.05	0.00	8,909.21	0.00	0.00	0.00
	Business Balance	-4,796.69	-186.55	-1,020.00	-1,288.38	-1,077.41	-535.18	8,904.21	-126.68	-2.00	0.00

Unit Management report (pt.1)

Start Date	<input type="text" value="4/1/2023"/>		End Date	<input type="text" value="4/30/2023"/>		View Report
Min BR	<input type="text"/>	<input checked="" type="checkbox"/> NULL	Max BR	<input type="text"/>	<input checked="" type="checkbox"/> NULL	
Min BA	<input type="text"/>	<input checked="" type="checkbox"/> NULL	Max BA	<input type="text"/>	<input checked="" type="checkbox"/> NULL	
Office	<input type="text" value="All"/>	▼	Location	<input type="text" value="All"/>	▼	
Option 1	<input type="text" value="Area - All"/>	▼	Option 2	<input type="text" value="View - All"/>	▼	
Option 3	<input type="text" value="Hot Tub - All"/>	▼	Show Inactive Units	<input type="radio"/> True <input checked="" type="radio"/> False		
Unit	<input type="text" value="All"/>	▼	Unit Group	<input type="text" value="All"/>		
Hide Occupancy Info <input type="radio"/> True <input checked="" type="radio"/> False						

Unit Management report (pt.2)

Start Date: 4/1/2023
End Date: 4/30/2023

Report Date: 8/8/2023 5:45:28 PM
Generated By: bsmersh




Selected Units: Options (Area - All, View - All, Hot Tub - All)

Unit Code	Friendly Name	Current Period	Same Period	Percent Incr /	YTD (End Date)	YTD (End Date)	Percent Incr /
		This Year	Last Year	(Decr)	This Year	Last Year	(Decr)
B001	Bob's Place						
	Rental Revenue	809.09	990.00	-18.27 %	1,558.09	990.00	57.48 %
	Management Fee	-181.82	-198.00	-19.27 %	-181.82	-198.00	-19.27 %
	Renter Nights	8	7	-14.29 %	21	7	200.00 %
	Occupancy %	20.00 %	23.33 %	-3.33 %	17.50 %	5.83 %	11.67 %
	Owner Nights	0	0	0.00 %	6	0	100.00 %
	Average Rate/Nt	134.85	141.43	-4.65 %	74.24	141.43	-47.51 %
	Housekeeping Services	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Purchases	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Maintenance & Repair	0.00	0.00	0.00 %	0.00	0.00	0.00 %
	Other Income/Expense	0.00	0.00	0.00 %	0.00	0.00	0.00 %

Accounting clean-up best practices

Check your Chart of Accounts (pt.1)

escapia



Reservations

Inbox

Front Desk

Contacts

Housekeeping

Rates





Units

Service

Accounting


Custom Search


Admin



Accounting > Chart Of Accounts

Chart of Accounts

Account Type:
[All account types]  ☐ Show Inactive

Action 

☐ Account

1000 Cash on Hand

1010 Trust Bank Account

1100 Credit Card Clearing

1200 Accounts Receivable

2000 Advanced Deposits

2100 Security Deposit Holding

2150 GiftCert/FutureBooking Holding

2199 Folio Transfers & Clearing

2200 Travel Insurance Collected

2250 Damage Waiver Fees

2299 Service Order Clearing

Account Type

Other Current Asset

Bank

Other Current Asset

Accounts Receivable

Other Current Liability

Other Current Liability

Other Current Liability

Other Current Liability

Other Current Liability

Other Current Liability

Other Current Liability

Ledger

General

General

General

General

Customer

Customer

General

General

General

General

Service Order

Balance

\$6,448.87

\$159,528.40

\$0.00

\$12.79

(\$43,466.65)

(\$71,208.00)


\$0.00


\$0.00

(\$3,309.67)

(\$2,925.00)

\$1,201.00

 New Account



Check your Chart of Accounts (pt.2)

escapia [Home](#) [Calendar](#) [Reservations](#) [Inbox](#) [Front Desk](#) [Contacts](#) [Housekeeping](#) [Rates](#) [Units](#) [Service](#) [Accounting](#) [Custom Search](#) [Admin](#) [Search](#) [Help](#) [User](#)

Accounting > Chart Of Accounts

Chart of Accounts

Account Type:
[All account types] ☐ Show Inactive

Action [New Account](#)

<input type="checkbox"/> Account	Account Type	Ledger	Balance
<input type="checkbox"/> 2300 Payable to Business	Accounts Payable	General	\$0.00
<input type="checkbox"/> 2300.1000 Management Fees	Other Current Liability	Business	(\$30,939.92)
<input type="checkbox"/> 2300.1050 Reservation Fees	Other Current Liability	Business	(\$9,655.00)
<input type="checkbox"/> 2300.1080 Service Order Markups	Other Current Liability	Business	(\$222.00)
<input type="checkbox"/> 2300.1100 Housekeeping Fees	Other Current Liability	Business	(\$44,824.00)
<input type="checkbox"/> 2300.1150 Bike Rentals	Other Current Liability	Business	(\$200.00)
<input type="checkbox"/> 2300.1170 CC Fees from Guest	Other Current Liability	Business	(\$3,947.03)
<input type="checkbox"/> 2300.1200 Maintenance Fees	Other Current Liability	Business	(\$3,580.00)
<input type="checkbox"/> 2300.1300 Cancellation Fees	Other Current Liability	Business	(\$112.50)
<input type="checkbox"/> 2300.1400 Purchase Discounts	Other Current Liability	Business	(\$200.00)
<input type="checkbox"/> 2300.1500 Travel Agency Commissions	Other Current Liability	Business	\$554.69
<input type="checkbox"/> 2300.1600 Miso. Fees	Other Current Liability	Business	(\$425.00)
<input type="checkbox"/> 2300.1700 Miso. Expenses	Other Current Liability	Business	\$100.00
<input type="checkbox"/> 2300.1800 Bank Interest	Other Current Liability	Business	(\$73.02)
<input type="checkbox"/> 2300.1840 Bank Service Fee	Other Current Liability	Business	\$10.00
<input type="checkbox"/> 2300.1850 VRP CC Charges	Other Current Liability	Business	\$399.99
<input type="checkbox"/> 2300.1875 Over & Short	Other Current Liability	Business	\$0.01
<input type="checkbox"/> 2300.9000 Business Payout	Other Current Liability	Business	\$70,640.84

Check your Chart of Accounts (pt.3)

Accounting > Chart Of Accounts

Chart of Accounts

Account Type:

[All account types] ▼

☐ Show Inactive

Action ▶

[+ New Account](#)

<input type="checkbox"/> Account	Account Type	Ledger	Balance
<input type="checkbox"/> 2400 Payable to Owners	Other Current Liability	Owner	(\$19,682.31)
<input type="checkbox"/> 2450 Accrued Payments to Owners	Accounts Payable	Owner	\$0.00
<input type="checkbox"/> 2500 Payable to Tax Entity	Other Current Liability	Vendor	\$0.00
<input type="checkbox"/> 2510 King County Tax	Other Current Liability	Vendor	(\$2,352.76)
<input type="checkbox"/> 2520 Pierce County Tax	Other Current Liability	Vendor	(\$1,041.80)
<input type="checkbox"/> 2600 Payable to Vendors	Accounts Payable	Vendor	(\$551.93)
<input type="checkbox"/> 2750 Payable to Customers	Accounts Payable	Customer	(\$200.00)

Check your Chart of Accounts (pt.4)

Accounting > Chart Of Accounts

Chart of Accounts

Account Type:

[All account types] ▼

☐ Show Inactive

Action ▶

[+ New Account](#)

<input type="checkbox"/> Account	Account Type	Ledger	Balance
<input type="checkbox"/> 3000 Unit / Owner Equity	Equity	General	\$0.00
<input type="checkbox"/> 3000.1100 Unit Income	Equity	Unit	(\$129,416.32)
<input type="checkbox"/> 3000.1200 Misc. Income	Equity	Unit	(\$510.00)
<input type="checkbox"/> 3000.1300 Management Fees	Equity	Unit	\$26,439.92
<input type="checkbox"/> 3000.1350 Reimbursements to Guests	Equity	Unit	\$0.00
<input type="checkbox"/> 3000.1400 Housekeeping Service	Equity	Unit	\$20,649.00
<input type="checkbox"/> 3000.1500 Maintenance & Supplies	Equity	Unit	\$3,285.09
<input type="checkbox"/> 3000.1600 Purchases	Equity	Unit	\$0.00
<input type="checkbox"/> 3000.1700 Telephone	Equity	Unit	\$0.00
<input type="checkbox"/> 3000.1800 Association Dues	Equity	Unit	\$0.00
<input type="checkbox"/> 3000.1900 Utilities	Equity	Unit	\$0.00
<input type="checkbox"/> 3000.2000 Misc. Expense	Equity	Unit	\$0.00
<input type="checkbox"/> 3000.2100 Travel Agent Commissions	Equity	Unit	\$200.00
<input type="checkbox"/> 3000.2300 Service Order Billing	Equity	Unit	\$4,743.00
<input type="checkbox"/> 3000.3000 Allocate To/From Owner	Equity	Unit	\$74,609.31

Accounting > Reports > Banking > Unsettled CC Payments

ShowReversals ☐ True ☒ False

[View Report](#)


 1 of 1
 
 100%
 

 Find | Next

Unsettled CC Payments

Account Number	Doc Type	Is Reversal	Posting Date	Document Number	Transaction Description	Amount
1100	0	No	8/9/2023		GL 1100 Total	0.00
					Out of Balance Amount	0

Page 1 of 1

Unprocessed Bookings report

Reservations > Reports > Negative Folio Balance Report

OfficeID

[View Report](#)

Navigation controls: Previous, Next, Page 1 of 1, Refresh, Zoom 100%, Save, Print, Search (Find | Next)

Negative Folio Report - 8/4/2023

8/4/2023 10:22:19 AM
Page 1 of 1

Res No	Last Night	Booked	Res Name	Status	Process	Type	Balance
Main Office							
RES-00228	4/12/2023	3/30/2023	Bob Jones	Confirmed	Unprocessed	Renter	-822.45
RES-00082	11/3/2015	6/2/2015	EscapiaNET: Matthew Lee	Confirmed	Fully Processed	Renter	-154.45
RES-00191	6/11/2021	5/27/2021	Lester Newteter	Confirmed	Unprocessed	Renter	-100.00
RES-00095	11/27/2015	12/10/2015	Public	Confirmed	Fully Processed	Renter	-82.50
RES-00041	7/20/2013	7/3/2013	Mary Smith	Confirmed	Fully Processed	Renter	-10.00
RES-00205	5/13/2022	4/21/2022	Bob Test	In Progress	Unprocessed	Renter	-874.02
RES-00106	7/1/2016	6/8/2016	New Test	In Progress	Unprocessed	Renter	-182.50
RES-00107	12/10/2016	7/26/2016	Joe Tester	Confirmed	Fully Processed	Renter	-182.50
RES-00117	2/9/2017	1/23/2017	Joe Tester	Confirmed	Fully Processed	Renter	-182.50
RES-00125	6/16/2017	7/27/2017	Joe Tester	In Progress	Fully Processed	Renter	-82.50

Ending Posting Date



Sort By

Show Zero Balance Reservations

Display Level

Office

View Report


 of 4
 



 Find | Next

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

Guest Name	Res Number	Arrival	Departure	Amount
Jayne, Sallie	☒ RES-00002	10/13/2011	11/20/2011	-5,225.00
Tester, Lester	☒ RES-00016	2/17/2012	2/21/2012	-500.00
Tester, Tracy	☒ RES-00018	3/17/2012	3/24/2012	-500.00
Smith, Alias	☒ RES-00021	5/5/2012	5/12/2012	-1,000.00
Jones, Alias	☒ RES-00022	5/31/2012	6/12/2012	-2,046.00
Tester, Lester	☒ RES-00024	9/1/2012	9/8/2012	-125.00

Accounting > Reports > Banking > Unsettled CC Payments

[View Report](#)

Unsettled CC Payments

Page 1 of 1

Third-party Escapia consultants

**For large projects
beyond the scope
of tech support**

Clean-up
Bank reconciliations

**List available
upon request**

Summary

Use Escapia to its fullest potential

Stay on top of the little things

Ask for assistance from Escapia support

Consider outside help if needed

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



Q&A



EXPLORE23

FEST

#EXPLOREfest