User Guide

Folio Plus Hotel Management System

FOLIO PLUS

Professional Edition

Version 3.0.0

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JINISYS Software, Inc.

Folio Plus Professional Edition

Version 3.0.0

Table of Contents

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Conventions used:

>	Denotes sub-menu
	Denotes a tip is given
?	Denotes a Frequently Asked Question

INTRODUCTION

What is Folio Plus Hotel Management System?

Folio Plus is software designed to make hotel service more efficient while making the lives of the hotel staff easier. The system provides the hotel with the capability to remember all its patrons through its *Intellisense* and has provisions for a tight security system. Thus, with Folio Plus, your patrons would feel valued and special.

I. THE FOLIO PLUS ENVIRONMENT

LOG-IN Screen

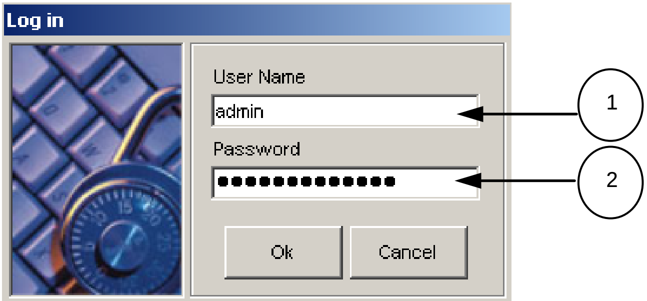


Figure 1

TO LOG IN:

1. Enter your *user name* and *password*.

   Click on **Ok** button below to proceed. This will show the **Main Screen**.
2. Click on **Cancel** button to close the application.

The user name and password fields are case sensitive.

1. User Name field – System Users user name field. Each user is identified by user name.
2. Password field – Password field for each user.

The MAIN Screen

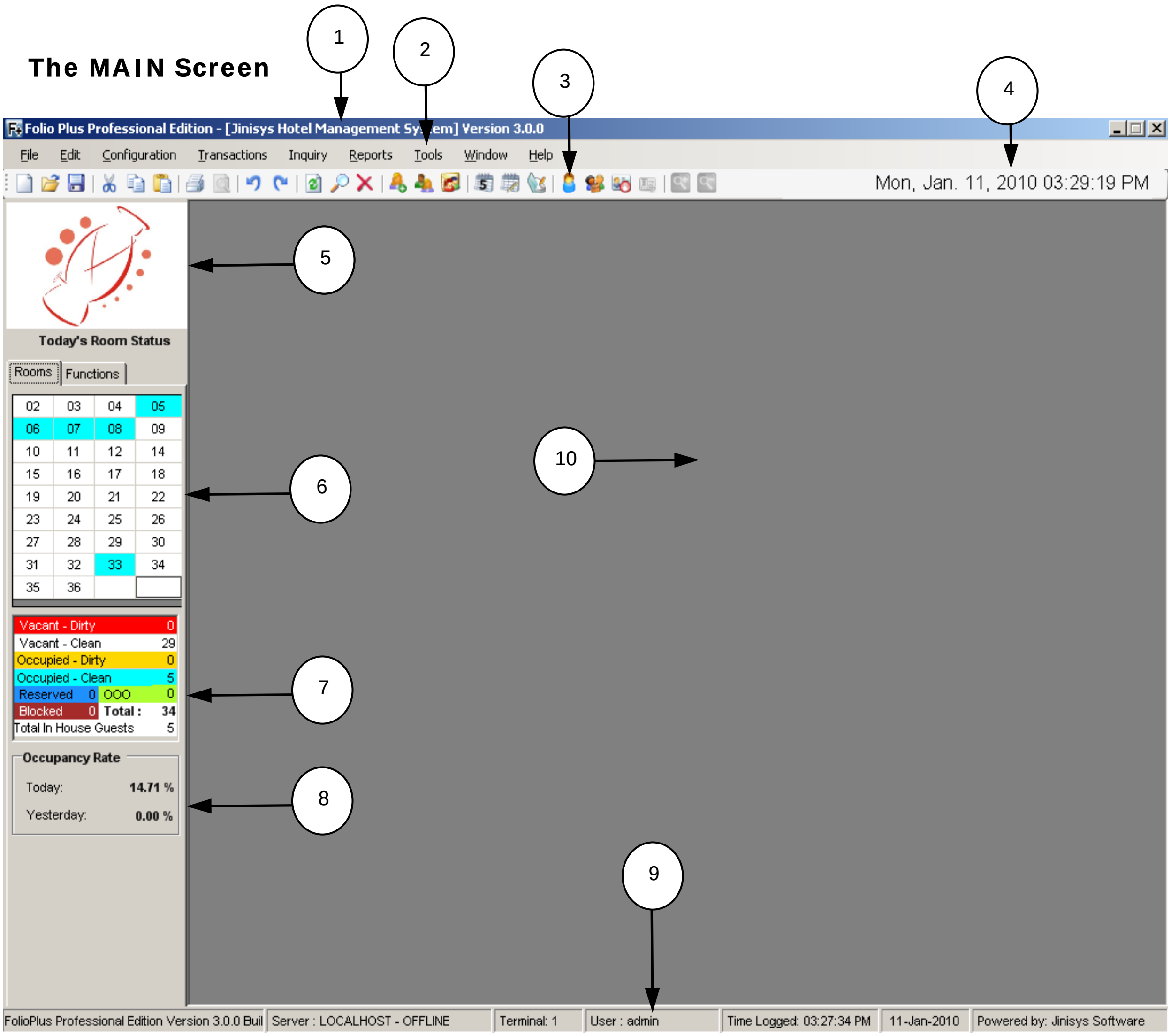


Figure 2

1. **Title Bar** – displays the title of the application, hotel name and folio Plus Version.

Figure 3

2. **Menu Bar** – holds all available system menus. (e.g. Hotel Information, Rooms).

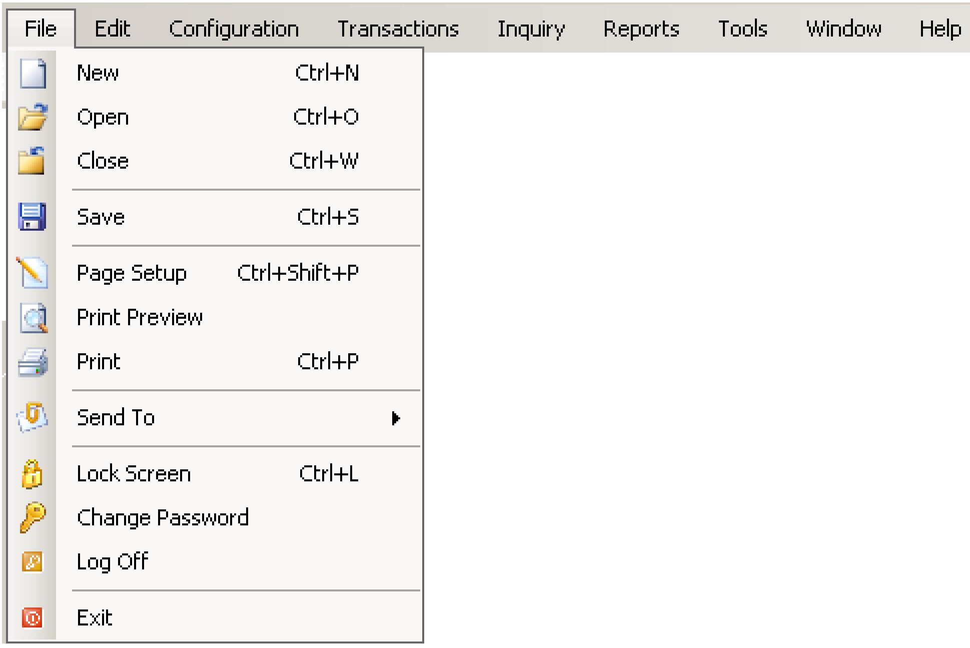


Figure 4

3. **Navigation Tool Bar** – holds all short-cut buttons for faster navigation. Shows button name on mouse-over.

Figure 5

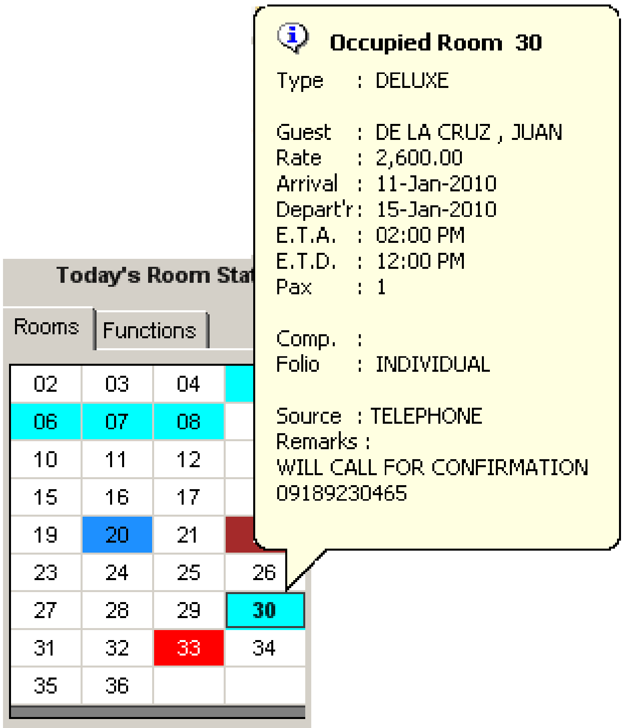
4. **System Audit Date/Time** – displays audit date of the system irregardless of the actual date.

Figure 6

5. **Hotel Logo** – displays the hotel logo. This logo is also seen on every hotel reports.

Figure 7

6. **Today's Room Status** – displays each room status (e.g. Occupied-Clean).



Did you know that.....?

- You can **view guest's basic information** by just pointing your mouse over a Room No.
- You can use Today's Room Status for **Walk-In guest to Check-In**, Just double-click a Room No., and Reservation screen will show.
- You can go **directly to guest's folio, check-out window** etc. by pointing your cursor over a guest's Room No., and right click.

Figure 8

7. **Today's Room Status Summary** – display summary of Current Day Room Status (figure 8).

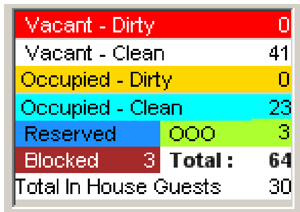


Figure 9

8. **Occupancy Rate** – display Current and Previous Day Occupancy Rate.

Figure 10

9. **Status Bar** – displays the Database Server address, Terminal Name, Current logged user, Time logged and audit date of the system.

Figure 11

10. **Working Area** – the Folio Plus working area. Displays equivalent screen on each command/menu accessed.

II. HOTEL CONFIGURATION

1. **Hotel Information** – holds the hotel name, no. of rooms, check-in time, etc.

   Location: Configuration > Hotel > Hotel Information

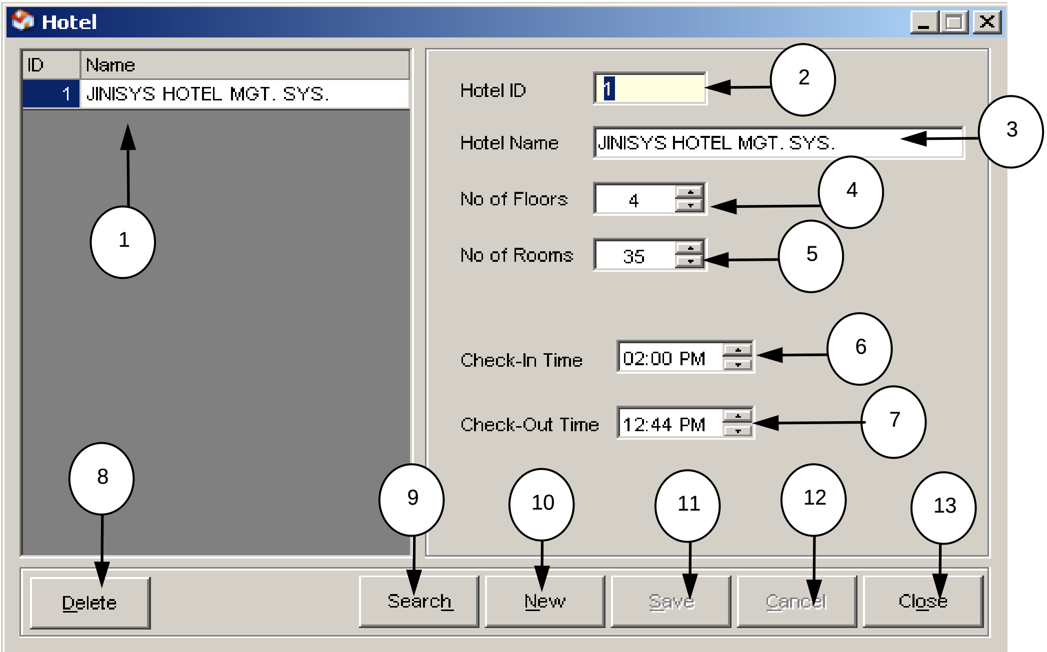


Figure 12

1. List of Hotels – enumerates all manage hotels.
2. Hotel Id text box – holds the hotel id.
3. Hotel Name text box – displays the hotel name.
4. No. of Floors – displays the number of floors of a hotel.
5. No of Rooms – displays the number of rooms of a hotel.
6. Check-In Time – default check-in time of a hotel.
7. Check-Out Time – default check-out time of a hotel.
8. Delete button – removes selected hotel.
9. Search button – searches for a specific hotel.
10. New button – prepares the screen for a new hotel entry.
11. Save button – saves hotel information changes or new entry.
12. Cancel button – discards hotel information changes or new entry.
13. Close button – closes Hotel Information window.

? How to INSERT New Hotel

1. From the **Menu Bar**, click **Configuration** then select **Hotel** and click **Hotel Information**. This will launch the **Hotel** window.
2. In the **Hotel** window, click the **New** button. This will create a new hotel.
3. Enter **Hotel Information** in the appropriate boxes provided on the right side of the screen. Hotel ID must be unique.
4. Click on **Save** button to save the new hotel.

   *Click the **Ok** button when prompted signifying the entry was successfully added. The hotel you saved will be added to the list box on the left side of the screen.*
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Hotel

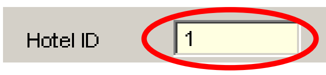
1. In the **Hotel** window, highlight hotel you want to edit by clicking it once. Then modify necessary details (except Hotel ID: unique identifier of the hotel) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The hotel will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Hotel

1. In the **Hotel** window, select hotel in the hotel selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the hotel. The hotel will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

Did you know that.....?

Yellow-colored boxes are required fields. **Required fields** are mandatory when you insert/edit a record. If the required field is blank, an alert box alerts you a message.



2. **Departments** – records all departments in a hotel.

Location: Configuration > Hotel > Departments

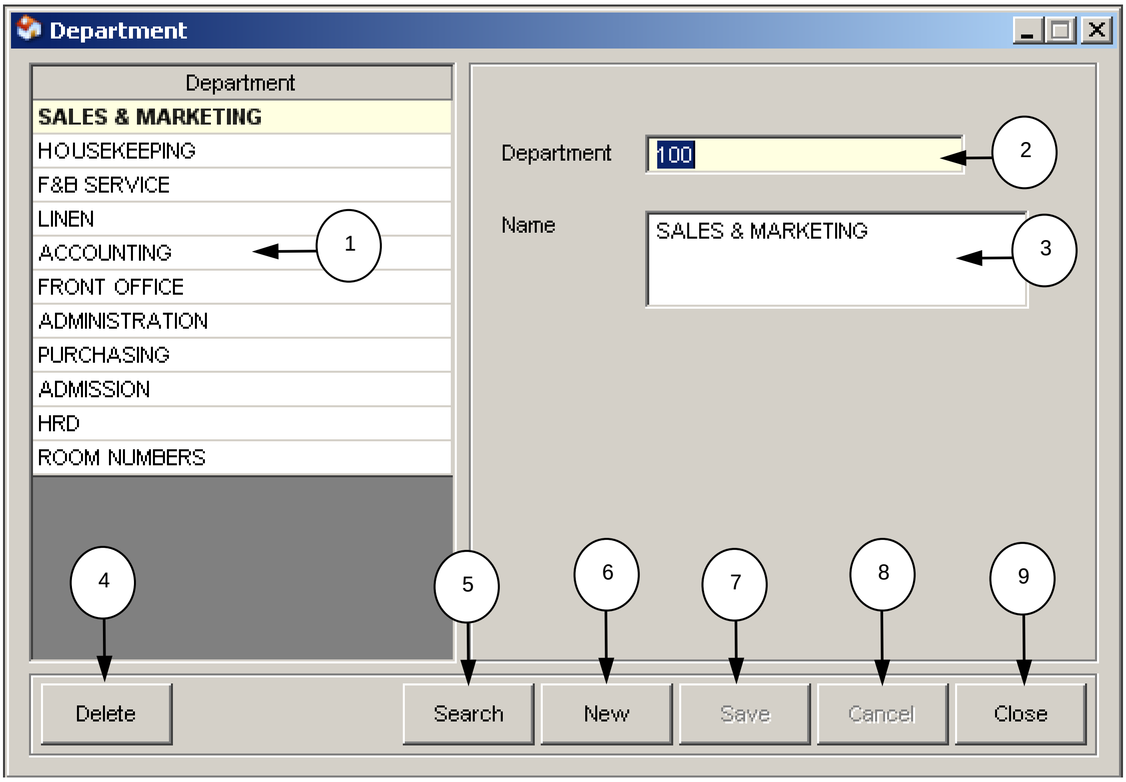


Figure 13

1. List of Departments – enumerates all departments.
2. Department text box – holds the department code.
3. Name text box – displays the department name.
4. Delete button – removes selected department.
5. Search button – searches for a specific department.
6. New button – prepares the screen for a new department entry.
7. Save button – saves department information changes or new entry.
8. Cancel button – discards any department changes or new entry.
9. Close button – closes Department window.

? How to INSERT New Department

1. From the **Menu Bar**, click **Configuration** then select **Hotel** and click **Departments**. This will launch the **Department** window
2. In the **Department** window, click the **New** button. This will create a new Department.
3. Enter **Department Information** in the appropriate boxes provided on the right side of the screen. Department must be unique.
4. Click on **Save** button to save the new department.
   *Click the **OK** button when prompted signifying the entry was successfully added. The department you saved will be added to the list box on the left side of the screen.*
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Department

1. In the **Department** window, highlight department you want to edit in the list by clicking it once. Then modify necessary details (except Department: unique identifier of the department) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The department will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Department

1. In the **Department** window, select department in the department selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the department. The department will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

3. **Floor Pan** – records all hotel floors.

Location: Configuration > Hotel > Floor Plan

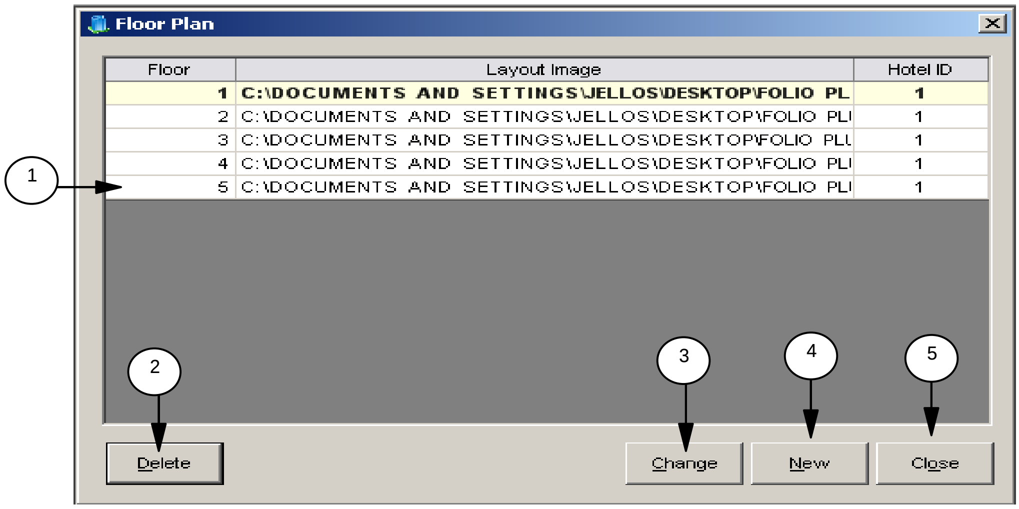
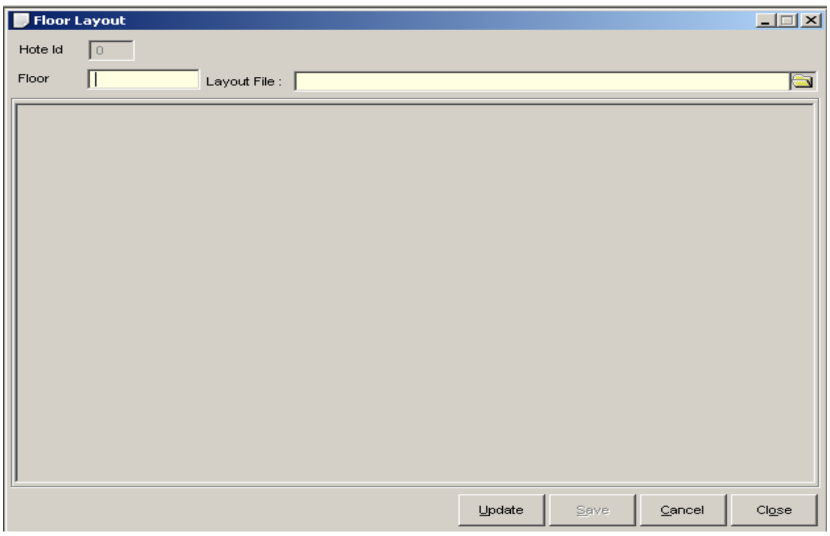


Figure 15

1. List of Floors – enumerates all hotel floors.
2. Delete button – deletes selected floor number.
3. Change button – replace existing floor layout image.
4. New button - prepares the screen for a new floor level entry.
5. Close button – closes Floor Plan window.

? How to INSERT New Floor Level

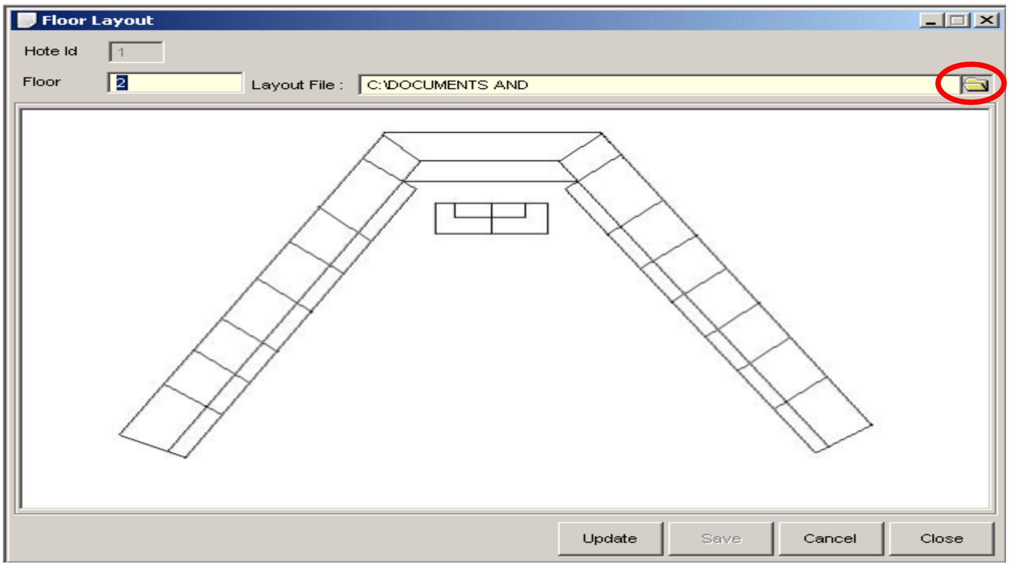
1. From the **Menu Bar**, click **Configuration** then select **Hotel** and click **Floor Plan**. This will launch the **Floor Plan** window.
2. In the **Floor Plan** window, click the **New** button. **Floor Layout** window gets displayed.



3. Enter the floor level on the **Floor** text box and browse the file of floor layout on the **Layout File** .
4. Click on **Save** button to save the new floor.
   *Click the **OK** button when prompted signifying the entry was successfully added. The floor you saved will be added to the list box on the Floor Plan screen.*
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Floor Level

1. In the **Floor Plan** window, highlight floor level you want to edit in the list by clicking it once, and click **Change** button. **Floor Layout** window gets displayed as follows.



2. Browse the file of floor layout on the **Layout File** .
3. Click on **Update** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The floor will be updated in the list.*
4. Click on **Cancel** button to discard the changes.

? How to DELETE a Floor Level

1. In the **Floor Plan** window, select floor level in the floor level selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the floor. The floor level and its layout will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

4. **Currency** – records all acceptable currency for the hotel.

Location: Configuration > Currency Codes

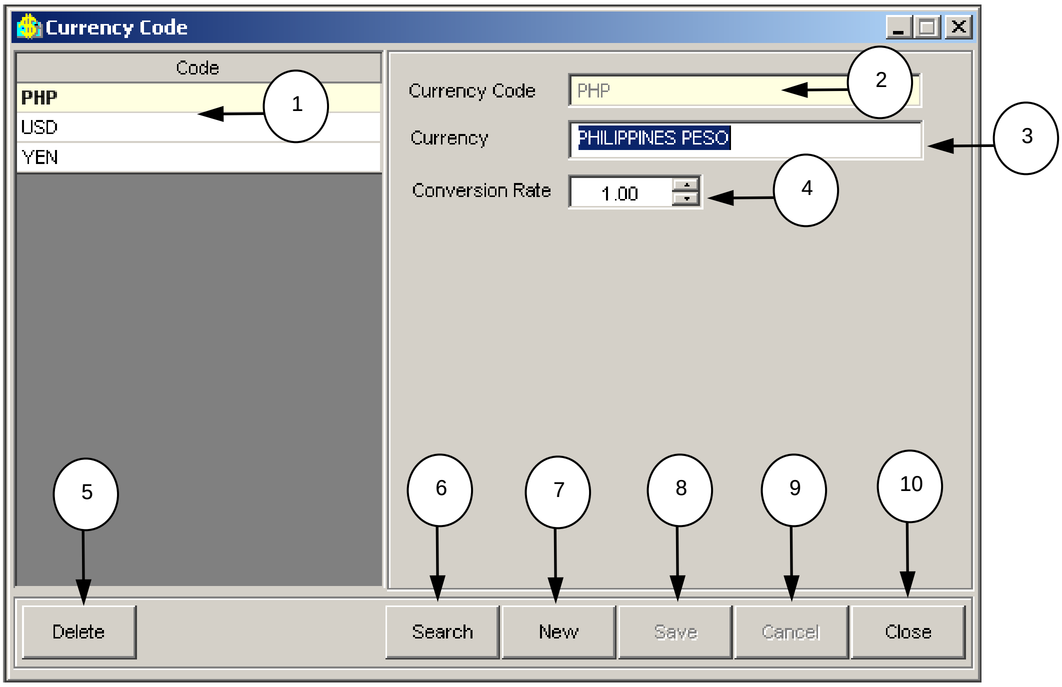


Figure 16

1.	List of Currencies	– enumerates all currency codes.
2.	Currency Code text box	– holds the currency code.
3.	Currency text box	– displays currency description of a currency.
4.	Conversion Rate	– displays the exchange rate of a currency.
5.	Delete button	– removes selected currency.
6.	Search button	– searches for a specific currency.
7.	New button	– prepares the screen for a new currency entry.
8.	Save button	– saves currency information changes or new entry.
9.	Cancel button	– discards any currency changes or new entry.
10.	Close button	– closes Currency Code window.

? How to INSERT New Currency

1. From the **Menu Bar**, click **Configuration** and click **Currency Codes**. This will launch the **Currency Code** window.
2. In the **Currency Code** window, click the **New** button. This will create new currency.
3. Enter **Currency Information** in the appropriate boxes provided on the right side of the screen. Currency Code must be unique.
   Note: Base currency is PHP.
4. Click on **Save** button to save the new currency.
   *Click the **OK** button when prompted signifying the entry was successfully added. The currency you saved will be added to the list box on the left side of the screen.*
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Currency

1. In the **Currency Code** window, highlight currency you want to edit in the list by clicking it once. Then modify necessary details (except Currency Code: unique identifier of the currency).
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The currency will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Currency

1. In the **Currency Code** window, select currency in the currency selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the currency. The currency will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

5. **Room Types** – records all room types of the hotel.

Location: Configuration > Room > Room Types

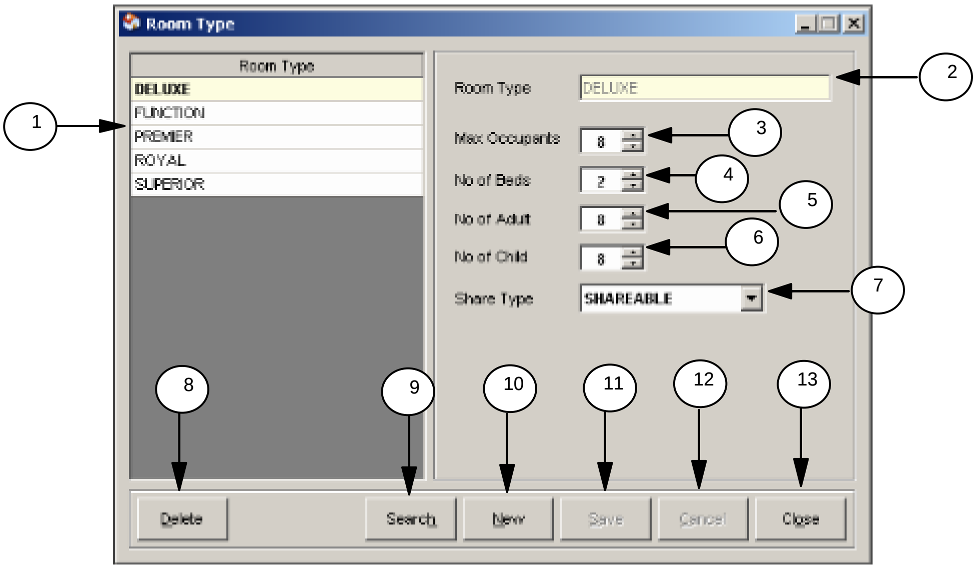


Figure 18

1. List of Room Types – enumerates all hotel room types.
2. Room Type text box – holds the room type.
3. Max. Occupants – displays the maximum number of occupants a room type can accommodate.
4. No. of Beds – displays the total number of beds.
5. No. of Adult – displays the total number of adult a room type can accommodate.
6. No. of Child – displays the total number of child a room type can accommodate.
7. Share Type drop down – displays if a room type is shareable or not.
8. Delete button – removes selected room type.
9. Search button – search for a specific room type.
10. New button – prepares the screen for a new room type entry.
11. Save button – saves room type information changes or new room type entry.
12. Cancel button – discards any room type changes.
13. Close button – closes Room Type window.

? How to INSERT New Room Type

1. From the **Menu Bar**, click **Configuration** then select **Room** and click **Room Types**. This will launch the **Room Type** window.
2. In the **Room Types** window, click the **New** button. This will create new room type.
3. Enter **Room Type Information** in the appropriate boxes provided on the right side of the screen. Follow the steps below.
   3.1 Type in the *Room Type*, and select maximum number of occupants, number of beds, number of adult, number of child and share type you would like to have in a room type.
   Note: Room Type must be unique.
4. Click on **Save** button to save the new room type.
   *Click the **OK** button when prompted signifying the entry was successfully added. The room type you saved will be added to the list box on the left side of the screen.*
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Room Type

1. In the **Room Type** window, highlight room type you want to edit in the list by clicking it once. Then modify necessary details (except Room Type: unique identifier of a room type) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The room type will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Room Type

1. In the **Room Type** window, select room type in the room type selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the room type. The room type will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

6. **Room Amenities** – records all room amenities.

Location: Configuration > Room > Room Amenities

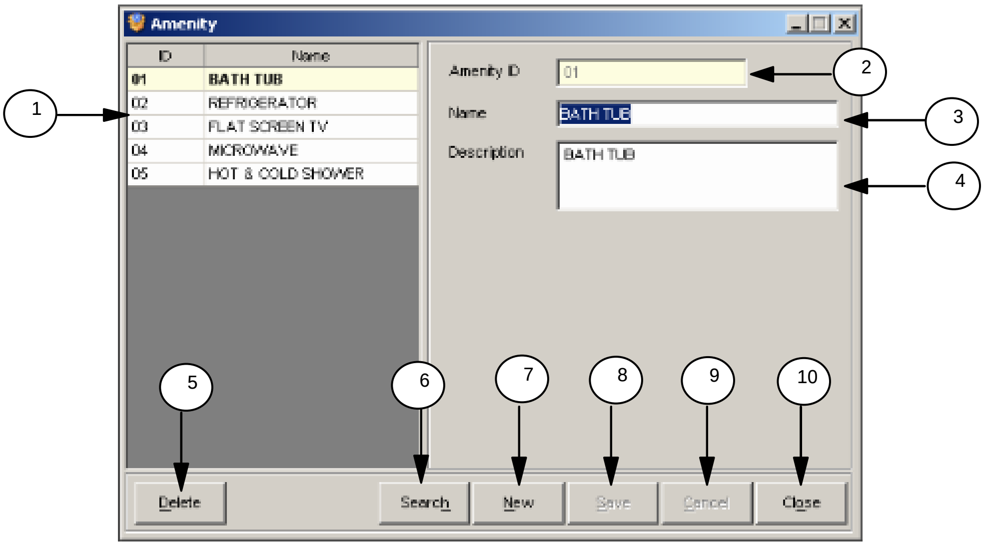


Figure 19

1. List of Amenities – enumerates all active amenities.
2. Amenity ID text box – holds the amenity id.
3. Name text box – displays the amenity name.
4. Description text box – displays the description of the amenity.
5. Delete button – removes selected amenity.
6. Search button – search for a specific amenity.
7. New button – prepares the screen for a new amenity entry.
8. Save button – saves amenity information changes or new amenity entry.
9. Cancel button – discards any amenity changes.
10. Close button – closes Amenity screen.

? How to INSERT New Amenity

1. From the **Menu Bar**, click **Configuration** then select **Room** and click **Room Amenities**. This will launch the **Amenity** window.
2. In the **Amenity** window, click the **New** button. This will create new room amenity.
3. Enter Amenity Information in the appropriate boxes provided on the right side of the screen. Amenity ID must be unique.
3. Click on **Save** button to save the new amenity.

   *Click the **OK** button when prompted signifying the entry was successfully added. The amenity you saved will be added to the list box on the left side of the screen.*

4. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Amenity

1. In the **Amenity** window, highlight amenity you want to edit in the list by clicking it once. Then modify necessary details (except Amenity ID: unique identifier of an amenity) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The amenity will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE an Amenity

1. In the **Amenity** window, select amenity in the amenity selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the amenity. The amenity will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

7. **Rooms** – records all rooms in a hotel.

Location: Configuration > Room > Rooms

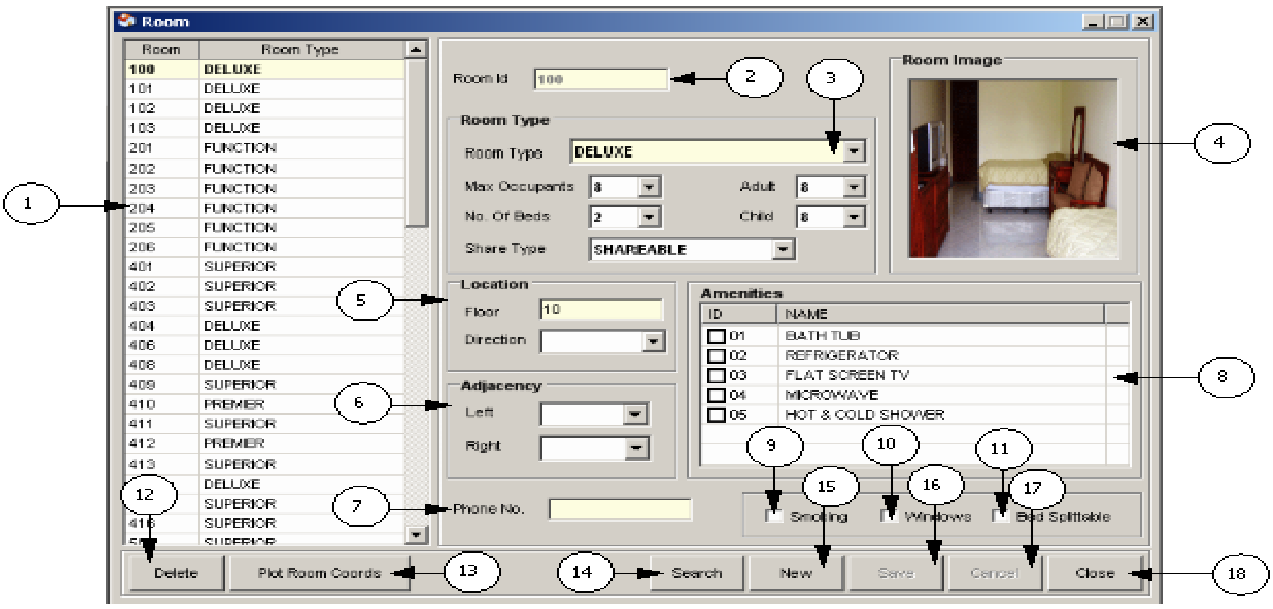


Figure 17

1. List of Rooms – enumerates all hotel rooms.

2. Room Id text box – holds room id (e.g. Room Number).
3. Room Type drop down – displays the room type.
4. Room Image – displays image of a room.
5. Location group box – displays room location (e.g. Floor level and direction).
6. Adjacency group box – displays the adjacent rooms to current room selected.
7. Phone No. text box – displays the local number of the room.
8. Amenities list – enumerates all available amenities and puts check mark if amenities are available in the room.
9. Smoking check-box – displays if smoking is allowed in the room.
10. Windows check-box – displays if room has windows.
11. Bed check-box – displays if room's bed could be split.
12. Delete button – removes selected room.
13. Plot room coordinates – shows a floor layout image where to plot the room coordinates.
14. Search button – searches for a specific room.
15. New button – prepares the screen for a new room entry.
16. Save button – saves room information changes or new entry.
17. Cancel button – discards any room changes or new entry.
18. Close button – closes Room screen.

? How to INSERT New Room

1. From the **Menu Bar**, click **Configuration** then select **Room** and click **Rooms**. This will launch the **Room** window.
2. In the **Room** window, click the **New** button. This will create a new room entry.
3. Enter **Room Information** in the appropriate boxes provided on the right side of the screen. Room Id must be unique.
   3.1 Type in the Room Number or Name.
   3.2 Select Room Type.
   3.3 Enter Floor level location and Phone No.
   3.4
4. Click on **Save** button to save the new room.
   *Click the **OK** button when prompted signifying the entry was successfully added. The room you saved will be added to the list box on the left side of the screen.*
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Room

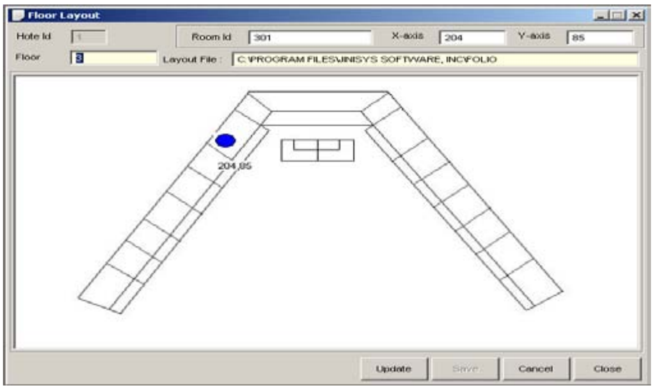
1. In the **Room** window, highlight room you want to edit in the list by clicking it once. Then modify necessary details (except Room Id: unique identifier of the room) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The room will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Room

1. In the **Room** window, select room in the room selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the room. The room will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

? How to PLOT a Room's coordinate

1. In the **Room** window, click the **Plot Room Coords** button. This will launch the **Floor Layout** window. See figure below.



2. Click on the image of the room's location (see blue color dot). Then Click **UPDATE** button. System will return to **Room** window.
3. Click on **Save** button to update room coordinates.

Did you know that.....?

- You can have a larger view of room's image by pointing your cursor over the room image box.
- Telephone No. will be the basis for auto-charging of Guests Folio.

8. **Rate Codes** – records all rate codes.

Location: Configuration > Room Rates > Rate Codes

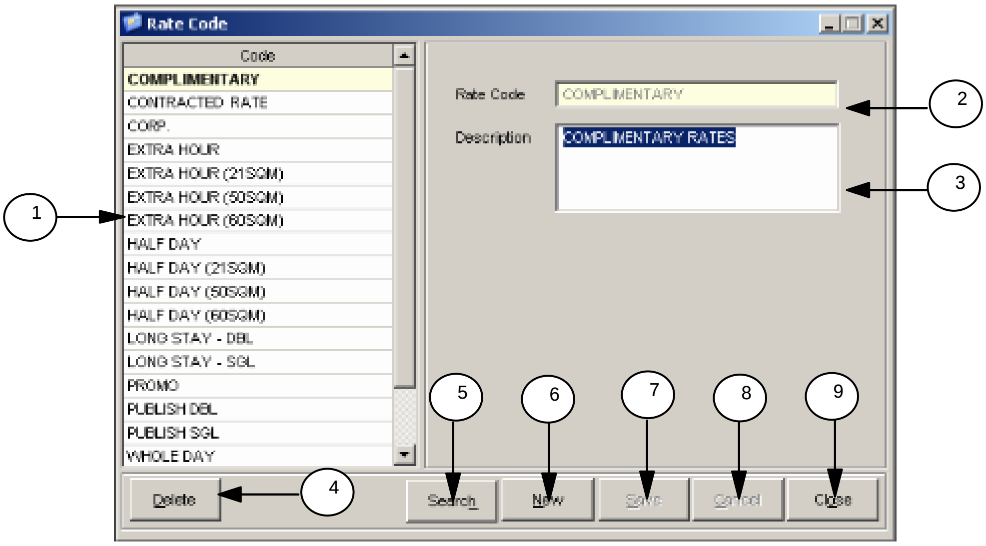


Figure 20

1. List of Rate Codes – enumerates all active rate codes.
2. Rate Code text box – holds the rate code.
3. Description text box – displays rate code description.
4. Delete button – removes selected rate code.
5. Search button – search for a specific rate code.
6. New button – prepares the screen for a new rate code entry.
7. Save button – saves rate code information changes or new rate code entry.
8. Cancel button – discards any rate code changes.
9. Close button – closes Rate Code screen.

? How to INSERT New Rate Code

1. From the **Menu Bar**, click **Configuration** then select **Room Rates** and click **Rate Codes**. This will launch the **Rate Code** window.
2. In the **Rate Code** window, click the **New** button. This will create a new rate code.
3. Enter rate code and description in the appropriate boxes provided on the right side of the screen. Rate Code must be unique.
2. Click on **Save** button to save the new rate code.
   *Click the **OK** button when prompted signifying the entry was successfully added. The rate code you saved will be added to the list box on the left side of the screen.*
3. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Rate Code

1. In the **Rate Code** window, highlight rate code you want to edit in the list by clicking it once. Then modify necessary details (except Rate Code: unique identifier of the rate code) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The rate code will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Rate Code

1. In the **Rate Code** window, select rate code in the rate code selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the rate code. The rate code will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

9. **Rate Types** – records all rate types.
   Location: Configuration > Room Rates > Rate Types

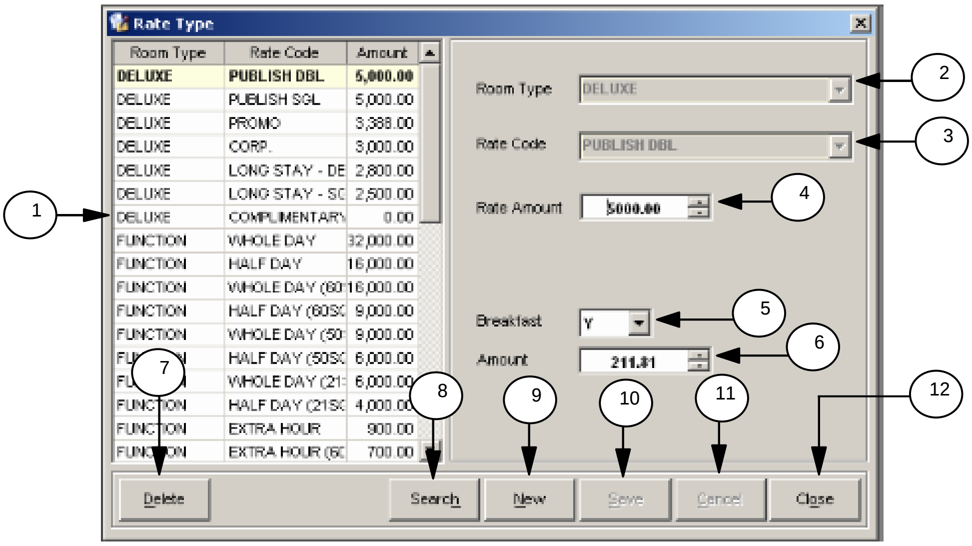


Figure 21

1. List of Rate Types – enumerates all active rate types.
2. Room Type drop down – holds the room type.
3. Rate Code drop down – displays the rate code of rate type.

4. Rate Amount – displays the rate amount of rate type.
5. Breakfast drop down – displays if rate type has Breakfast.
6. Amount field – displays the amount if it has breakfast.
7. Delete button – removes selected rate type.
8. Search button – searches for a specific rate type.
9. New button – prepares the screen for a new rate type entry.
10. Save button – saves changes or new entry.
11. Cancel button – discards any rate type changes.
12. Close button – closes Rate Type screen.

? How to INSERT New Rate Type

1. From the **Menu Bar**, click **Configuration** then select **Room Rates** and click **Rate Types**. This will launch the **Rate Type** window.
2. In the **Rate Type** window, click the **New** button. This will create a new rate type. Select room type and rate code. Room type and Rate Code must be unique.
3. Enter rate amount and breakfast component (Breakfast & Amount) of the rate type.
4. Click on **Save** button to save the new rate type.
   *Click the **OK** button when prompted signifying the entry was successfully added. The rate type you saved will be added to the list box on the left side of the screen.*
3. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Rate Type

1. In the **Rate Type** window, highlight rate type you want to edit in the list by clicking it once. Then modify necessary details (except Room Type and Rate Code: unique identifier of the rate type) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The rate type will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Rate Type

1. In the **Rate Type** window, select rate type in the rate type selection

list and click the **Delete** button.

2. Click on **YES** button when prompted if you are sure you want to delete the rate type. The rate type will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

10. **Transaction Types** – records all transaction types. Transaction Types are groups of Transaction codes.

Location: Configuration > Transaction > Transaction Types

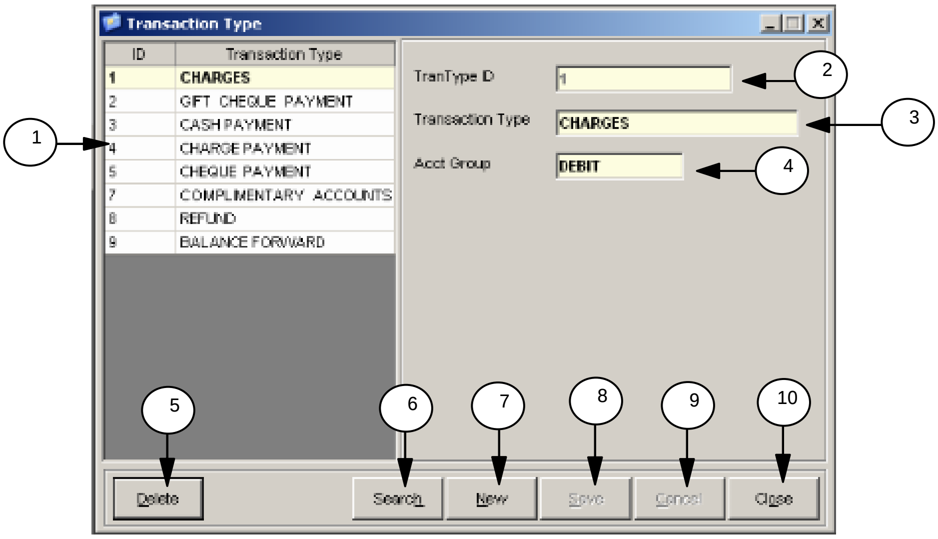


Figure 22

1. List of Transaction Types – enumerates all active transaction types.
2. TranType ID text box – displays the transaction type ID.
3. Transaction Type text box – displays the description of the Transaction Type.
4. Acct Group text box – displays the accounting side of Transaction Type.
5. Delete button – removes selected transaction type.
6. Search button – searches for a specific transaction type.
7. New button – prepares the screen for a new transaction type entry.
8. Save button – saves transaction type information changes or new transaction type entry.
9. Cancel button – discards any transaction type changes.
10. Close button – closes Transaction Type screen.

? How to INSERT New Transaction Type

1. From the **Menu Bar**, click **Configuration** then select **Transaction** and click **Transaction Types**. This will launch the **Transaction Type** window.
2. In the **Transaction Type** window, click the **New** button. This will create new transaction type entry.
3. Enter Transaction Type details in the appropriate boxes provided on the right side of the screen. Transaction Type ID must be unique.
3. Click on **Save** button to save the new transaction type.
   *Click the **OK** button when prompted signifying the entry was successfully added. The transaction type you saved will be added to the list box on the left side of the screen.*
4. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Transaction Type

1. In the **Transaction Type** window, highlight transaction type you want to edit in the list by clicking it once. Then modify necessary details (except TranType ID: unique identifier of the transaction type).
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The transaction type will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Transaction Type

1. In the **Transaction Type** window, select transaction type in the transaction type selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the transaction type. The transaction type will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

11. **Transaction Source Documents** – records all transaction source documents.

Location: Configuration > Transaction > Transaction Sources

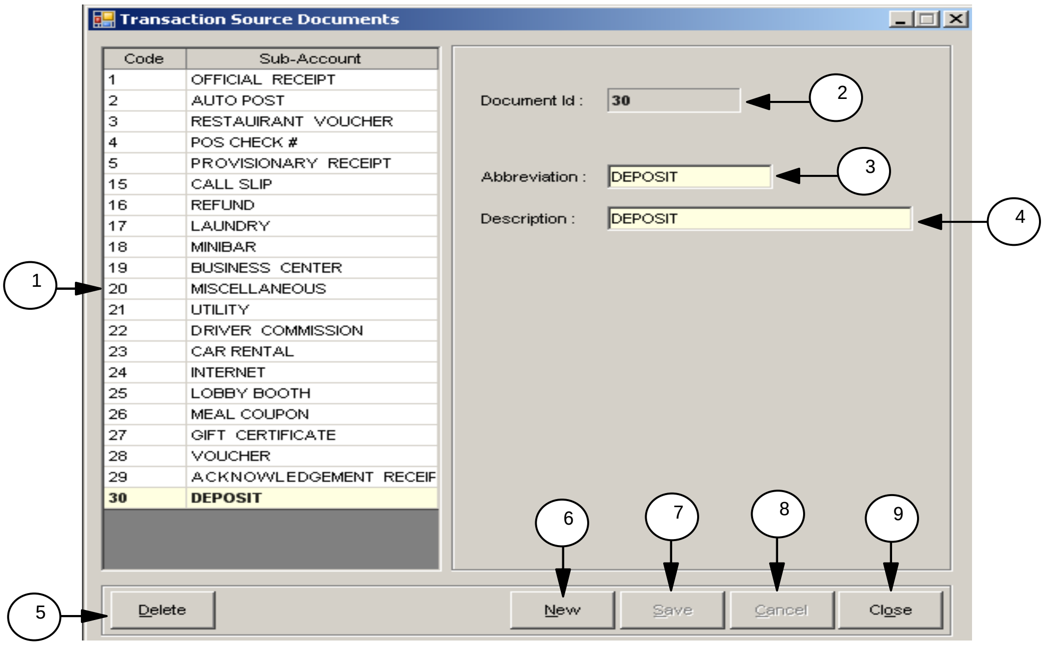


Figure 25

1. List of Transaction Source Documents – enumerates all transaction source documents.
2. Document Id text box – displays transaction source document id.
3. Abbreviation text box – displays transaction source document's abbreviation.
4. Description text box – displays transaction source document's description.
5. Delete button – removes selected transaction source document.
6. New button – prepares the screen for a new transaction source document entry.
7. Save button – saves transaction source document information changes or new entry.
8. Cancel button – discards any transaction source document changes.
9. Close button – close Transaction Source Document screen.

? How to INSERT New Transaction Source Document

1. From the **Menu Bar**, click **Configuration** then select **Transaction** and click **Transaction Sources**. This will launch the **Transaction Source Documents** window.
2. In the **Transaction Source Documents** window, click the **New** button. Document Id is automatically set by the system.
3. Enter abbreviation and description in the appropriate boxes provided

on the right side of the screen.

4. Click on **Save** button to save the new transaction source document.
   *To proceed, click the **YES** button when prompted if you are sure to save new transaction source document entry. The transaction source document you saved will be added to the list box on the left side of the screen.*
3. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Transaction Source Document

1. In the **Transaction Source Documents** window, highlight transaction source you want to edit in the list by clicking it once. Then modify necessary details (except Document Id: unique identifier of the transaction source document) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *To proceed, click the **YES** button when prompted if you are sure to save new transaction source document entry. The transaction source will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Transaction Source Document

1. In the **Transaction Source Documents** window, select transaction source document in the transaction source selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the source. The transaction source document will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

12. **Transaction Codes** – records all transaction codes.

Location: Configuration > Transaction > Transaction Codes

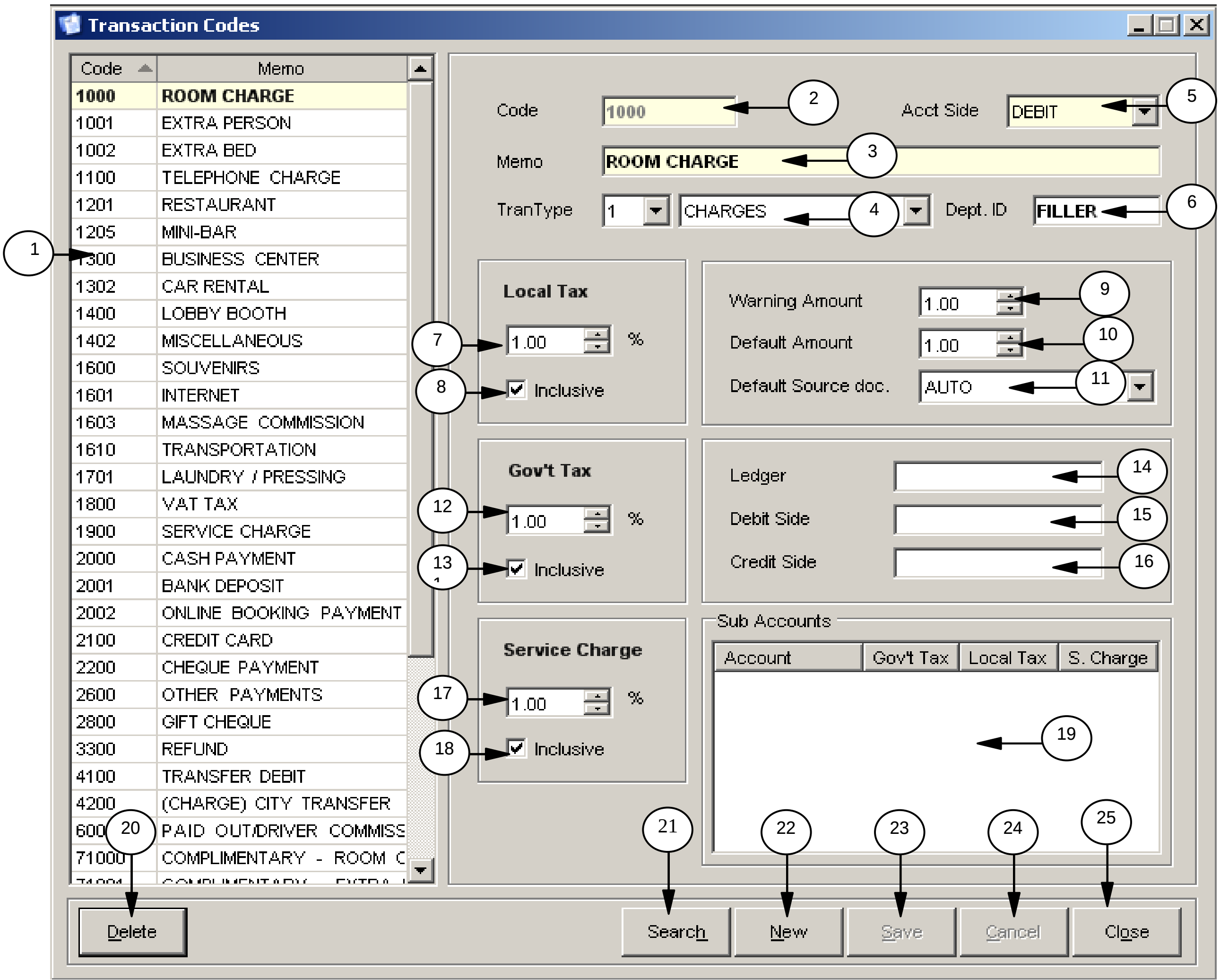


Figure 23

1. List of Transaction Codes – enumerates all active Transaction Codes.
2. Code text box – holds transaction code.
3. Memo text box – displays description of transaction code.
4. Transaction type drop down – displays the transaction type of Transaction Code.
5. Acct Side drop down – displays Accounting Side (Debit/Credit).
6. Department ID text box – displays Department Id of transaction code. Department is used for Service Charge splitting.
7. Local Tax – displays local tax setting of Transaction Code.
8. Local Tax Inclusive check-box – displays if local tax is inclusive or not.
9. Warning Amount – displays warning amount of Transaction Code.
10. Default Amount – displays default amount of Transaction Code.
11. Default Source Document drop down – displays the default Source Document

of transaction.

12. Government Tax or VAT - displays government tax setting of Transaction Code.
13. Government Tax Inclusive check-box – displays if government tax is inclusive or not.
14. Ledger text box – displays LEDGER destination of transaction if posted to an Accounting Ledger.
15. Debit Side text box – displays debit side Account Code mapped to Accounting System.
16. Credit Side text box – displays credit side Account Code mapped to Accounting System.
17. Service Charge – displays service charge setting of Transaction Code.
18. Service Charge check-box – displays if service charge of Transaction is inclusive or not.
19. Sub-Accounts List – enumerates Transaction Code's sub-accounts.
20. Delete button – removes transaction code.
21. Search button – search for a specific transaction code.
22. New button – prepares the screen for a new transaction code entry.
23. Save button – saves transaction code information changes or new transaction code entry.
24. Cancel button – discards any transaction code changes.
25. Close button – closes Transaction Code screen.

? How to INSERT New Transaction Code

1. From the **Menu Bar**, click **Configuration** then select **Transaction** and click **Transaction Codes**. This will launch the **Transaction Code** window.
2. In the **Transaction Codes** window, click the **New** button. This will create new transaction code.
3. Enter Transaction Code details in the appropriate boxes provided on the right side of the screen. Transaction Code must be unique.
2. Click on **Save** button to save the new transaction code.
   *Click the **OK** button when prompted signifying the entry was successfully added. The transaction code you saved will be added to the list box on the left side of the screen.*
3. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Transaction Code

1. In the **Transaction Codes** window, highlight transaction code you want to edit in the list by clicking it once. Then modify necessary details (except Transaction Code: unique identifier of the transaction code) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The transaction code will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Transaction Code

1. In the **Transaction Codes** window, select code in the transaction code selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the transaction code. The transaction code will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

13**. Transaction Code Sub-Accounts** – records all transaction code sub-accounts.
Location: Configuration > Transaction > Transaction Code Sub-Accounts

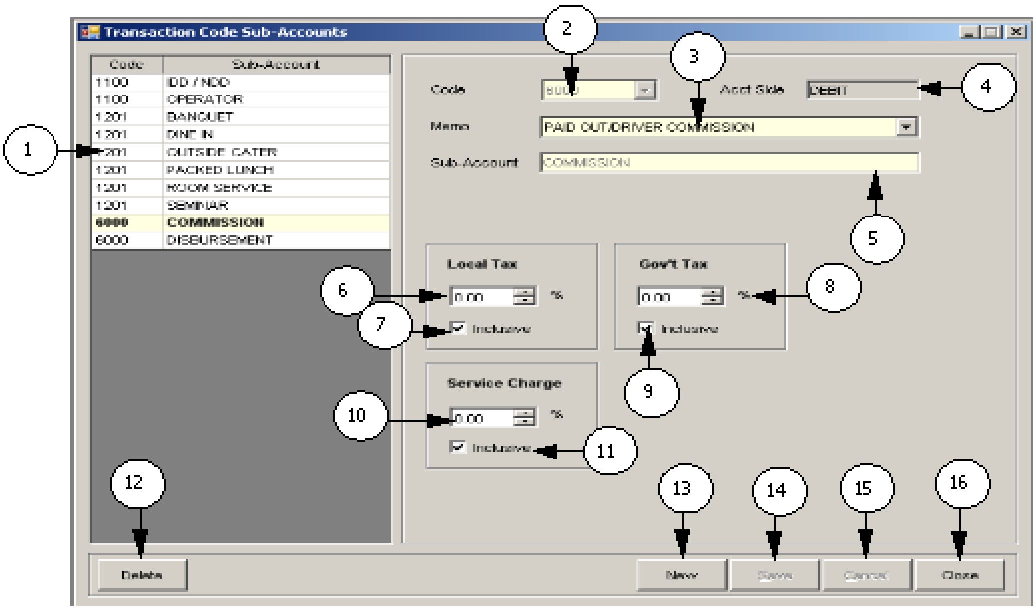


Figure 24

1. List of Sub-Accounts – enumerates all active Transaction Code Sub-Accounts.
2. Code drop down – holds a list of Transaction Codes.
3. Memo drop down – displays Transaction Code description.
4. Account Side text box - displays Account Side (DEBIT/CREDIT).
5. Sub-Account text box – displays Sub-Account description.
6. Local Tax – displays local tax setting of Transaction Code Sub-Account.
7. Local Tax Inclusive check-box – displays if local tax is inclusive or not.
8. Government Tax or VAT - displays government tax setting.
9. Government Tax Inclusive check-box – displays if government tax is inclusive or not.
10. Service Charge – displays service charge setting.
11. Service Charge check-box – displays if service charge is inclusive or not.
12. Delete button – removes selected transaction code sub-account.
13. Search button – search for a specific transaction code sub-account.
14. New button – prepares the screen for a new transaction code sub-account entry.
15. Save button – saves transaction code sub-account information changes or new entry.
16. Cancel button – discards any transaction code sub-account changes.
17. Close button – closes Transaction Code Sub-Account screen.

? How to INSERT New Transaction Code Sub-Account

1. From the **Menu Bar**, click **Configuration** then select **Transaction** and click **Transaction Code Sub-Accounts**. This will launch the **Transaction Code Sub-Accounts** window.
2. In the **Transaction Code Sub-Accounts** window, click the **New** button. This will create new transaction code sub-account.
3. Enter Transaction Code Sub-Account details in the appropriate boxes provided on the right side of the screen. Trans. Code Sub-Account must be unique.
3. Click on **Save** button to save the new transaction sub-account.
*Click the **OK** button when prompted signifying the entry was successfully added. The transaction code sub-account you saved will be added to the list box on the left side of the screen.*
3. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Transaction Code Sub-Account

1. In the **Transaction Code Sub-Accounts** window, highlight sub-account you want to edit in the list by clicking once. Then modify necessary details (except Trans. Code Sub-Account: unique identifier of the sub-account) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The transaction code sub-account will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Transaction Code Sub-Account

1. In the **Transaction Code Sub-Accounts** window, select sub-account in the sub-account selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the transaction code sub-account. The sub-account will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

14**. Event Requirements** – records all event requirements, and used in setting up Event Package.

Location: Configuration > Events > Requirements

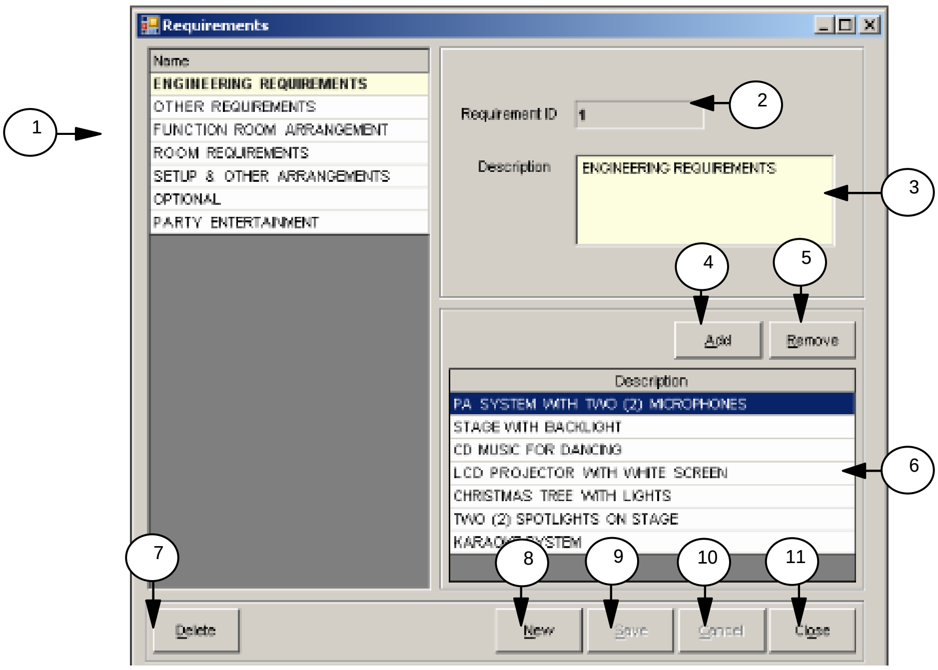


Figure 30

1. List of Requirements – enumerates all active event requirements.
2. Requirement Id text box – holds requirement Id. Requirement Id must be unique.
3. Description text box – displays requirement description.
4. Add button – adds new entry to requirement details list.
5. Remove button – removes an entry from the requirement details list.
6. Requirement Details List – enumerates requirement details.
7. Delete button – removes selected Requirement.
8. New button – prepares the screen for a new Requirement entry.
9. Save button – saves requirement information changes or new requirement entry.
10. Cancel button – discards any changes to Requirement.
11. Close button – closes Requirement screen.

? How to INSERT New Event Requirement

1. From the **Menu Bar**, click **Configuration** then select **Events** and click **Requirements**. This will launch the **Requirements** window.
2. In the **Requirements** window, click the **New** button. This will create a new requirement. Requirement ID is automatically set by the system.
3. Enter event requirement description in the appropriate box provided on the right side of the screen.

? How to Add Requirement Detail

1. Click the **Add** button. Inserted row gets displayed as follows.
2. Enter requirement detail description on the cell provided.

   Requirement Detail will be added in the list.

? How to Edit Requirement Detail

1. Select requirement detail from the requirement details list, and click on to make changes as required.

   Requirement Detail will be updated in the list.

? How to Remove Requirement Detail

1. Select requirement detail by clicking row in the selection list, and click the **Remove** button.

Requirement Detail will be removed from the list.

3. Click on **Save** button to save the new event requirement.
   *To proceed, click the **YES** button when prompted to save new event requirement. The requirement you saved will be added to the list box on the left side of the screen.*
4. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Event Requirement

1. In the **Requirements** window, highlight requirement you want to edit in the list by clicking it once. Then modify necessary details (except Requirement ID: unique identifier of the event requirement) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **YES** button when prompted to save requirement changes. The event requirement will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE an Event Requirement

1. In the **Requirements** window, select requirement in the event requirement selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the requirement. The event requirement will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

15. **Event Types** – records all event types. Event Types are used in setting-up of Event Packages.

Location: Configuration > Events > Event Types

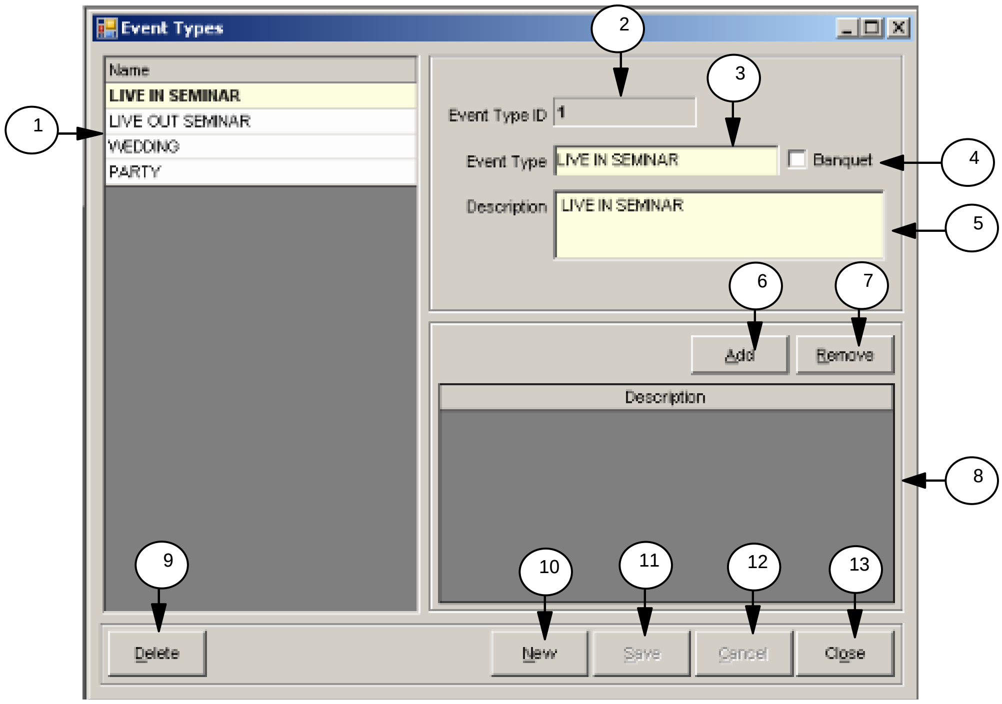


Figure 28

1. List of Event Types – enumerates all active event types.
2. Event Type Id text box – holds event type id.
3. Event Type text box – displays event type name.
4. Banquet check-box – displays if event type is banquet.
5. Description text box – displays description of event type.
6. Add button – add new entry to list of event details.
7. Remove button – removes selected event detail.
8. List of Event Details – enumerates all event details.
9. Delete button – removes selected Event Type.
10. New button – prepares the screen for a new event type entry.
11. Save button – saves event type information changes or new entry.
12. Cancel button – discards event type information changes or new entry.
13. Close button – closes Event Types screen.

? How to INSERT New Event Type

1. From the **Menu Bar**, click **Configuration** then select **Events** and click **Event Types**. This will launch the **Event Types** window.
2. In the **Event Types** window, click the **New** button. This will create new event type. Event Type ID is automatically set by the system.
3. Enter event type and description. Check Banquet check box if necessary for the event type.

? How to Add Event Detail to Event Type

1. Click the **Add** button, and enter the event detail.
   Event detail will be added in the list.

? How to Remove Event Detail from Event Type

1. Select event detail from the list of event details, and click the **Remove** button.
   Event detail will be removed from the list.

? How to EDIT Information of an Event Detail

1. Click on the event detail in the event details list, and then modify necessary details.
   Event detail will be updated in the list.

4. Click on **Save** button to save the new event type.
   *To proceed, click the **YES** button when prompted to save new event type. The event type you saved will be added to the list box on the left side of the screen.*
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Event Type

1. In the **Event Types** window, highlight event type you want to edit in the list by clicking it once. Then modify necessary details (except Event Type ID: unique identifier of the event type) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **YES** button when prompted to save event type changes. The event type will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE an Event Type

1. In the **Event Types** window, select event type in the event type selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the event type. The event type will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

16. **Event Package** – records all active event packages.

Location: Configuration > Events > Package

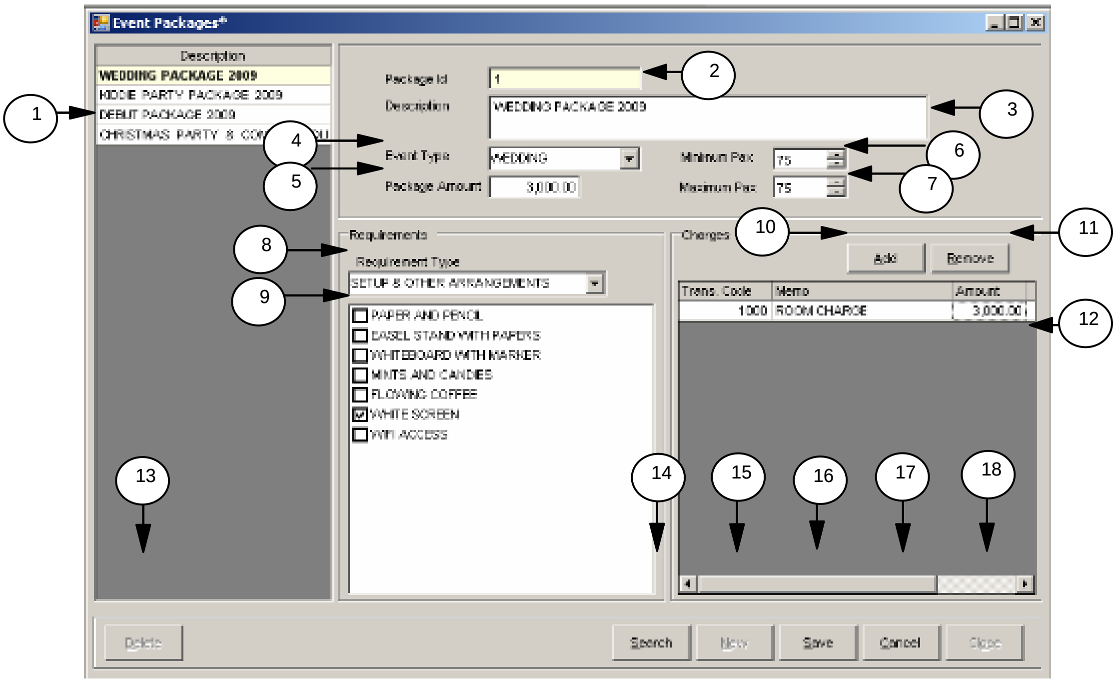


Figure 29

1. List of Packages – enumerates all active Event Package.
2. Package ID text box – holds package Id.
3. Description text box – displays package description.
4. Event Type text box – displays event type of event package.
5. Package Amount text box – displays package amount of event package.
6. Minimum Pax – displays minimum number of pax of event package.
7. Maximum Pax – displays maximum number of pax of event package.
8. Event Requirement drop down box – displays event requirement type.
9. Event Requirement details list – displays a list of event requirement details.
10. Add button – adds a new entry to list of package inclusions.

11. Remove button – removes selected entry in package inclusions.
12. List of Package Inclusions – enumerates all packages inclusions with amount.
13. Delete button – removes selected Event Package.
14. Search button – search for a specific Event Package.
15. New button – prepares the screen for a new Event Package entry.
16. Save button – saves event package information changes or new event package entry.
17. Cancel button – discards any Event Package changes.
18. Close button – closes Event Package screen.

? How to INSERT New Event Package

1. From the **Menu Bar**, click **Configuration** then select **Events** and click **Package**. This will launch the **Event Packages** window.
2. In the **Event Packages** window, click the **New** button. This will create a new event package. Event Package Id is automatically set by the sytem.
3. Enter event package details in the appropriate boxes provided on the right side of the screen.

? How to Add Requirement

1. Select requirement type from the **Requirement Type** drop down list.
2. Place a “check” mark by clicking check boxes from the list.

   Requirement will be added in the list.

? How to Remove Requirement

1. Select requirement type from the **Requirement Type** drop down list.
2. “Uncheck” checkboxes by clicking on the requirements you want to remove.

   Requirement will be removed from the list.

? How to Add Charges

1. Click the **Add** button. An empty cell will appear. Choose Transaction code from the List.
2. Change Transaction description if necessary. Enter amount of charge.

   Charge will be added in the list.

? How to Remove Charges

1. Select charge by clicking row in the charge selection list, and click the **Remove** button.
   Charge will be removed from the list.

3. Click on **Save** button to save the new event package.
   *Click the **OK** button when prompted signifying the entry was successfully added. The event package you saved will be added to the list box on the left side of the screen.*
4. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Package

1. In the **Event Packages** window, highlight event package you want to edit in the list by clicking it once. Then modify necessary details (except Package Id: unique identifier of the package) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The event package will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Package

1. In the **Event Packages** window, select package in the event package selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the package. The event package will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

17. **Event Applied Rates** – records all event's Applied Rates. Applied Rates are used upon Group Check-In with Room Accommodation.

Location: Configuration > Events > Applied Rates

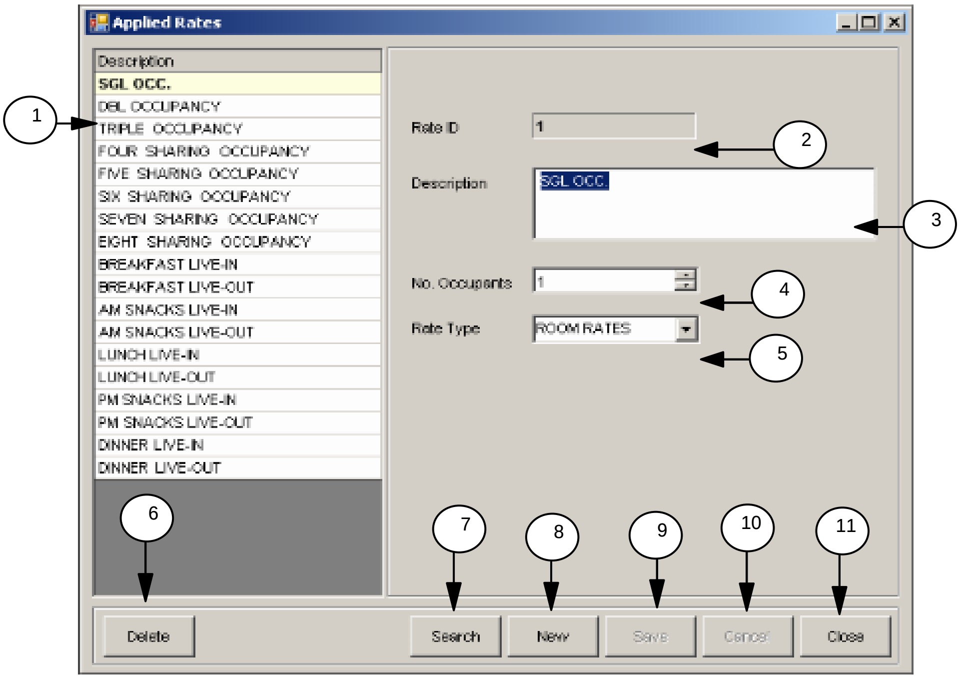


Figure 31

1. List of Applied Rates – enumerates all active applied rates.
2. Rate Id text box – holds the applied rate id.
3. Description text box – displays the description of applied rate.
4. No. Of Occupants – displays the no. of occupants of applied rate.
5. Rate Type drop down – displays the rate type of applied rate.
6. Delete button – removes selected applied rate.
7. Search button – searches for a specific applied rate.
8. New button – prepares the screen for a new applied rate entry.
9. Save button – saves applied rate information changes or new entry.
10. Cancel button – discards applied rate information changes or new entry.
11. Close button – closes Applied Rate screen.

? How to INSERT New Applied Rate

1. From the **Menu Bar**, click **Configuration** then select **Events** and click **Applied Rates**. This will launch the **Applied Rates** window.
2. In the **Applied Rates** window, click the New button. This will create a new applied rate. Rate ID is automatically set by the system.
3. Enter description, no. of occupants and rate type in the appropriate boxes provided on the right side of the screen.
4. Click on **Save** button to save the new applied rate.
   *To proceed, click the **YES** button when prompted to save new applied rate. The applied rate you saved will be added to the list box on the left side of the screen.*
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Applied Rate

1. In the **Applied Rates** window, highlight applied rate you want to edit in the list by clicking it once. Then modify necessary details (except Rate ID: unique identifier of the applied rate) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **YES** button when prompted to save applied rate changes. The applied rate will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE an Applied Rate

1. In the **Applied Rates** window, select applied rate in the rate selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the rate. The applied rate will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

18. **Meal Groups** – records all Meal Item's group.

Location: Configuration > Events > Meals > Meal Group

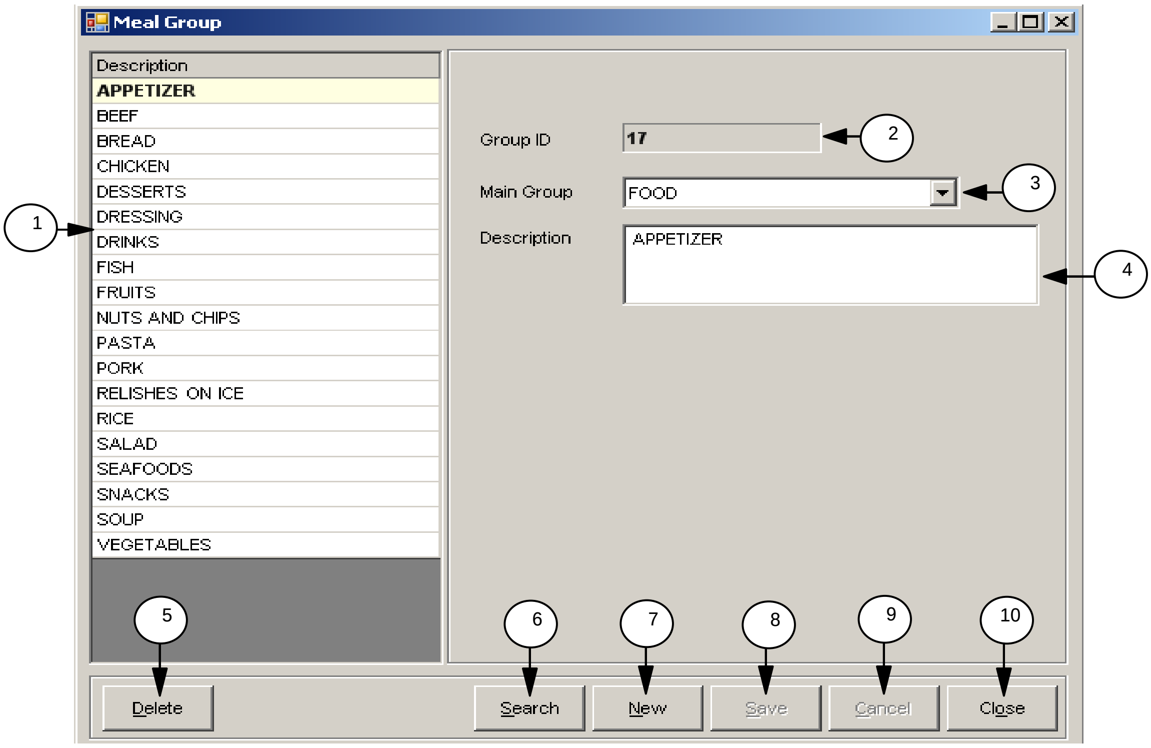


Figure 33

1. List of Meal Groups – enumerates all active meal groups.
2. Group ID text box – holds meal group id.
3. Main Group drop down – displays meal group's main group (e.g. Food or Beverage).
4. Description text box – displays meal group description.
5. Delete button – removes selected meal group.
6. Search button – searches for a specific meal group.
7. New button – prepares the screen for a new meal group entry.
8. Save button – saves meal group information changes or new entry.
9. Cancel button – discards any changes to meal group.
10. Close button – closes meal group screen.

? How to INSERT New Meal Group

1. From the **Menu Bar**, click **Configuration** then select **Events**, and select **Meals** then click **Meal Group**. This will launch the **Meal Group** window.
2. In the **Meal Group** window, click the New button. This will create new meal group. Group ID is automatically set by the system.
3. Select main group and enter description in the appropriate box provided on the right side of the screen.
3. Click on **Save** button to save the new meal group.
   *To proceed, click the **YES** button when prompted to save new meal group entry. The meal group you saved will be added to the list box on the left side of the screen.*
3. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Meal Group

1. In the **Meal Group** window, highlight meal group you want to edit in the list by clicking it once. Then modify necessary details (except Group ID: unique identifier of the meal group).
2. Click on **Save** button to save the changes.
   *Click the **YES** button when prompted to save meal group changes. The meal group will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Meal Group

1. In the **Meal Group** window, select meal group in the selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the meal group. The meal group will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

19. **Meal Items** – records all meal items.

Location: Configuration > Events > Meals > Meal Item

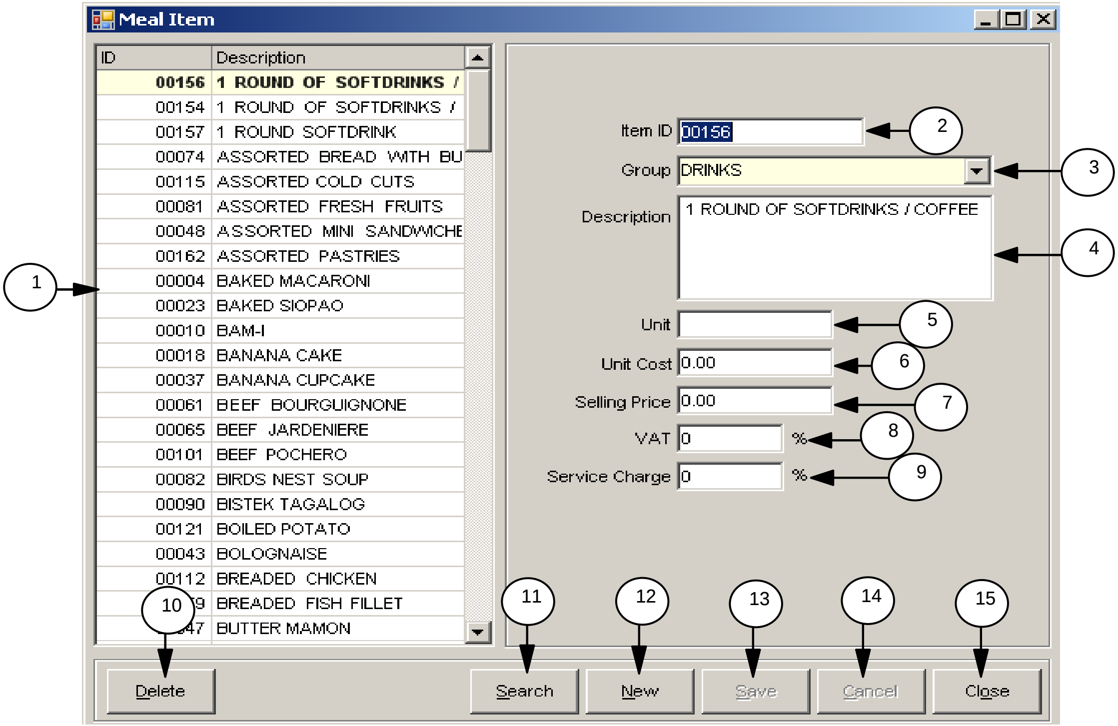


Figure 32

1. List of Meal Items – enumerates all active meal items.
2. Item Id text box – holds meal item id.
3. Group Id drop down – displays item group.
4. Description text box – displays meal item description.
5. Unit text box – displays meal item unit.
6. Unit Cost text box – displays meal item unit cost.
7. Selling price text box – displays meal item selling price.
8. VAT text box – displays inclusive VAT of meal item.
9. Service Charge – displays inclusive service charge of meal item.
10. Delete button – removes selected meal item.
11. Search button – searches for a specific meal item.
12. New button – prepares the screen for a new meal item entry.
13. Save button – saves meal item information changes or new meal item entry.
14. Cancel button – discards meal item information changes or new entry.
15. Close button – closes Meal Item screen.

? How to INSERT New Meal Item

1. From the **Menu Bar**, click **Configuration** then select **Events**, and select **Meals** then click **Meal Item**. This will launch the **Meal Item** window.
2. In the **Meal Item** window, click the **New** button. This will create new meal item.
3. Enter item id and description in the appropriate boxes provided on the right side of the screen. Item ID must be unique.
2. Click on **Save** button to save the new Meal Item.
   *To proceed, click the **YES** button when prompted to save new meal item entry. The meal item you saved will be added to the list box on the left side of the screen.*
3. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Meal Item

1. In the **Meal Item** window, highlight meal item you want to edit in the list by clicking it once. Then modify necessary details (except Item ID: unique identifier of the meal item) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **YES** button when prompted to save meal item changes. The meal item will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Meal Item

1. In the **Meal Item** window, select meal item in the selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the item. The meal item will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

20. **Meal Menu** – records all Meal Menus. Meal Menus are collection of Meal Items for

the purpose of having a combo meal.

Location: Configuration > Events > Meals > Meal Menus

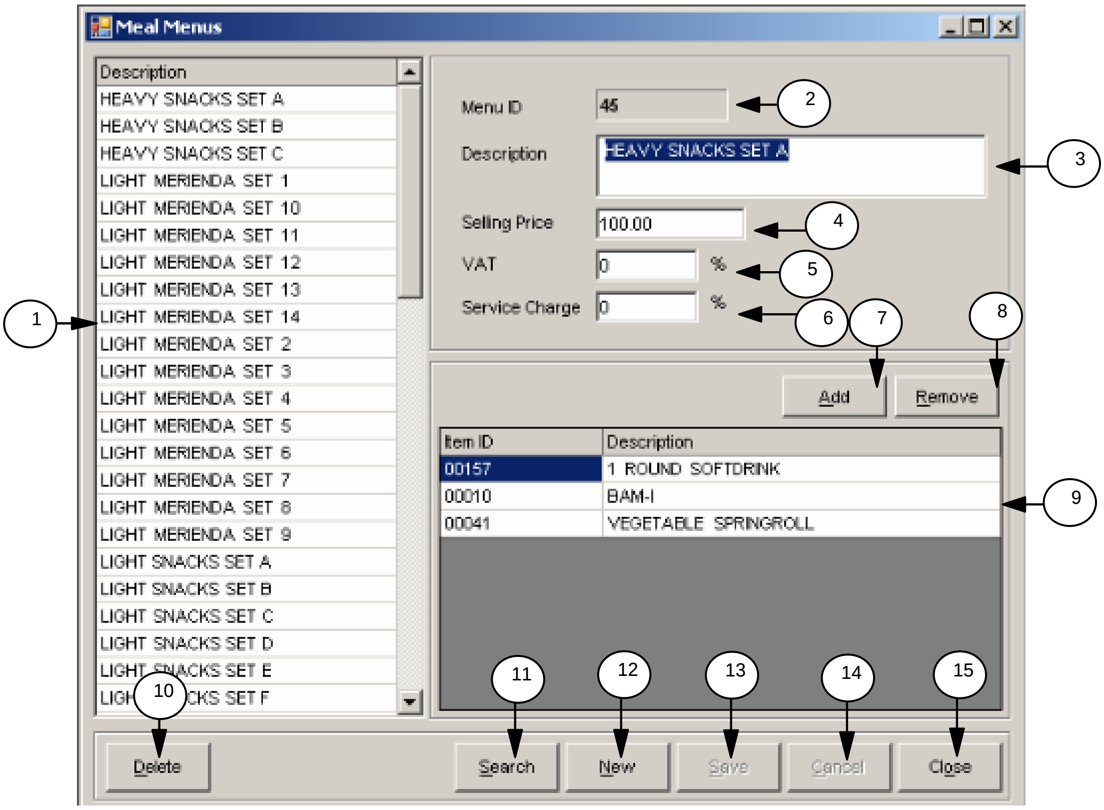


Figure 34

1. List of Meal Menus – enumerates all active Meal Menus.
2. Menu Id text box – displays Meal Menu Id.
3. Description text box – displays description of Meal Menu.
4. Selling Price text box – displays selling price of Meal Menu.
5. VAT text box – displays inclusive VAT percentage of Meal Menu.
6. Service Charge text box – displays inclusive Service Charge percentage of Meal Menu.
7. Add button – adds new meal item to the List of Meal Menu Items.
8. Remove button – removes selected meal item from the list of Meal Menu Items.
9. List of Meal Menu Items – enumerates Meal Items included in the Meal Menu.
10. Delete button – removes selected Meal Menu.
11. Search button – search for a specific Meal Menu.
12. New button – prepares the screen for a new Meal Menu entry.
13. Save button – saves Meal Menu information changes or new Meal Menu entry.
14. Cancel button – discards any changes to Meal Menu.
15. Close button – closes Meal Menu screen.

? How to INSERT New Meal Menu

1. From the **Menu Bar**, click **Configuration** then select **Events**, and select **Meals** then click **Meal Menu**. This will launch the **Meal Group** window.
2. In the **Meal Menus** window, click the New button. This will create new meal menu. Menu ID is automatically set by the system.
3. Enter meal menu details in the appropriate boxes provided on the right side of the screen.

? How to Add Meal Item

1. Click the **Add** button. Inserted row gets displayed as follows.
2. Select meal item from the drop down list on the cell.
   Meal Item will be added in the list.

? How to Remove Meal Item

1. Select meal item in the selection list, and click on **Remove** button.
   Meal Item will be removed from the list.

4. Click on **Save** button to save the new menu.
   *To proceed, click the **YES** button when prompted to save new meal menu entry. The meal menu you saved will be added to the list box on the left side of the screen.*
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Meal Menu

1. In the **Meal Menus** window, highlight meal menu you want to edit in the list by clicking it once. Then modify necessary details (except Menu ID: unique identifier of the meal menu) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **YES** button when prompted signifying to save meal menu changes. The meal menu will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE Meal Menu

1. In the **Meal Menus** window, select meal menu in the menu selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the menu. The meal menu will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

21. **Engineering Services** – records all engineering services.

Location: Configuration > Services > Engineering Services

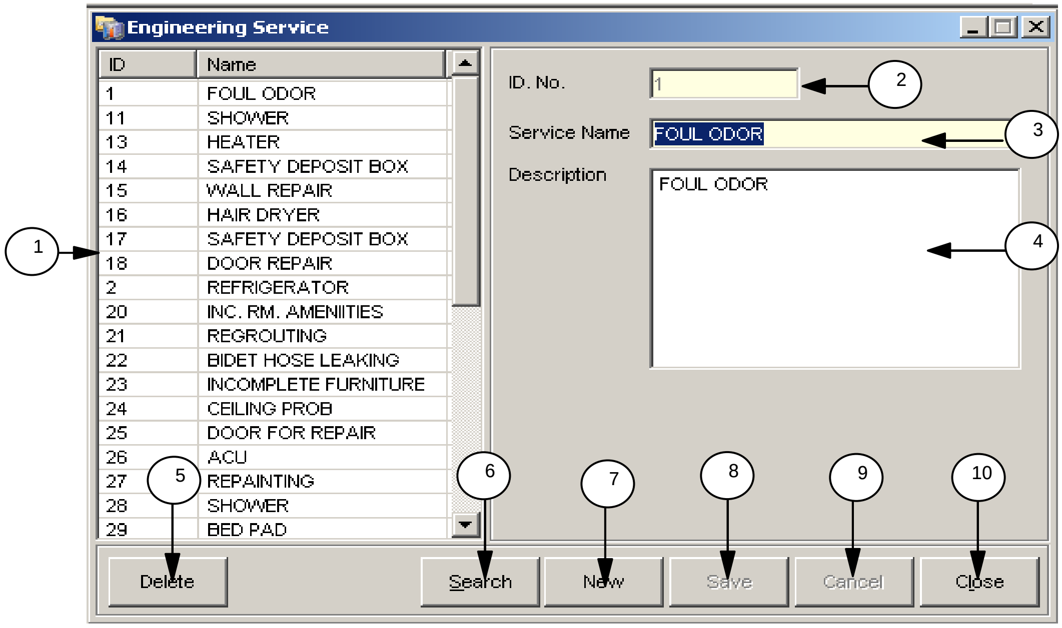


Figure 27

1. List of Engineering Services – enumerates all active Engineering Services.
2. ID No. text box – holds engineering service Id.
3. Service Name text box – displays engineering service name.
4. Description text box – displays engineering service description.
5. Delete button – removes selected engineering service.
6. Search button – searches for a specific engineering service.
7. New button – prepares the screen for a new engineering service entry.
8. Save button – saves engineering service information changes or new engineering service entry.
9. Cancel button – discards engineering service information changes or new entry.
10. Close button – closes Engineering Service screen.

? How to INSERT New Engineering Service

1. From the **Menu Bar**, click **Configuration** then select **Services** and click **Engineering Services**. This will launch the **Engineering Service** window.
2. In the **Engineering Service** window, click the **New** button. This will create a new engineering service entry.
3. Enter engineering service id, name and description in the appropriate boxes provided on the right side of the screen. Engineering Service ID must be unique.
4. Click on **Save** button to save the new engineering service.
   The engineering service you saved will be added to the list box on the left side of the screen.

3. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an Engineering Service

1. In the **Engineering Service** window, highlight engineering service you want to edit in the list by clicking it once. Then modify necessary details (except Engineering Service ID: unique identifier of engineering service) on the right side of the screen.
2. Click on **Save** button to save the changes. The engineering service will be updated in the list.
3. Click on **Cancel** button to discard the changes.

? How to DELETE an Engineering Service

1. In the **Engineering Service** window, select engineering service in the engineering service selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the service. The engineering service will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

22. **Privileges** – records all privileges.

Location: Configuration -> Privileges

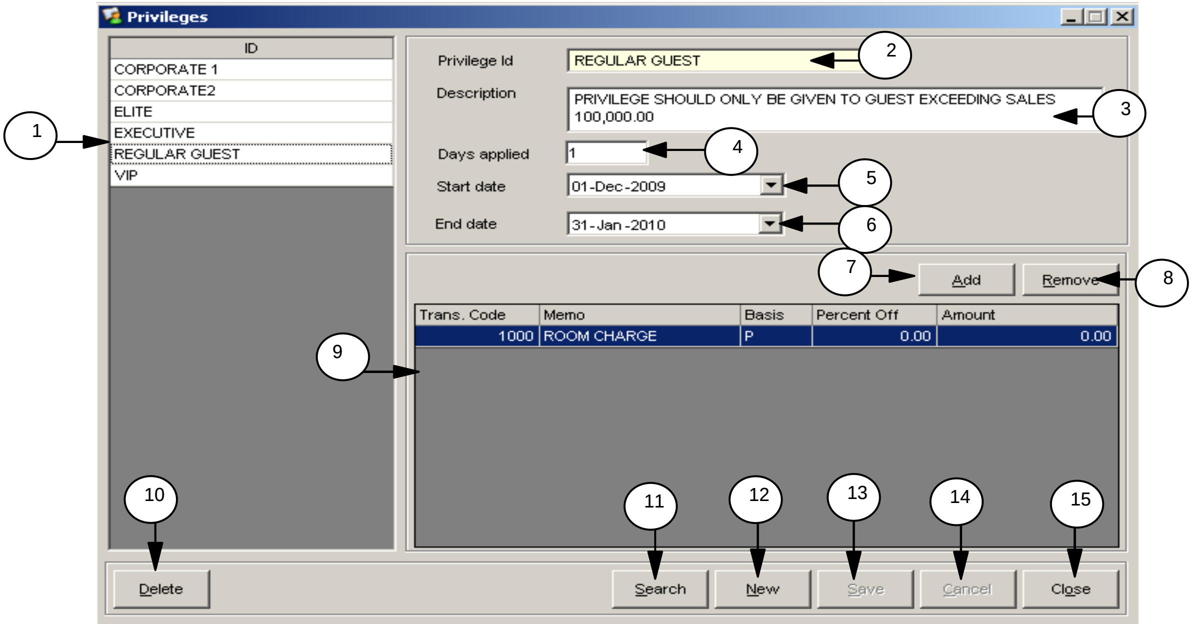


Figure 32

1. List of Privileges – enumerates all active guest privileges.
2. Privilege Id text box – holds privilege Id.
3. Description text box – displays description of a privilege.
4. Days applied text box – displays how the privilege should be applied.
5. Start date – displays the starting date of a privilege.
6. End date – displays the last date of a privilege.
7. Add button - adds new Transaction to privilege discount list.
8. Remove button – removes transaction from privilege discount list.
9. Privilege Discounts list – list of transactions with discounts.
10. Delete button – removes selected guest privilege.
11. Search button – searches for a specific privilege.
12. New button – prepares the screen for a new Privilege.
13. Save button – saves privilege information changes or new entry.
14. Cancel button – discards any privilege changes or new entry.
15. Close button – closes Privileges screen.

? How to INSERT New Privilege

1. From the **Menu Bar**, click **Configuration** then click **Privileges**. This will launch the **Privileges** window.
2. In the **Privileges** window, click the **New** button. This will create new privilege. Privilege Id must be unique.
3. Enter privilege id, description, days applied, start and end date in the

appropriate boxes provided on the right side of the screen.

? How to Add Privilege Discount

1. Click the **Add** button. Inserted row gets displayed as follows.
2. Click on cell under **Memo** column. Select transaction from the list of transactions.
3. Select basis of discount (Percent or Amount) depending on your necessity then enter the value in the appropriate cell.
   Privilege Discount will be added in the list

.

? How to Remove Privilege Discount

1. Select privilege discount in the selection list, and click on **Remove** button.
   Privilege Discount will be removed from the list.

4 Click on **Save** button to save the new privilege.
*Click the **OK** button when prompted signifying the entry was successfully added. The privilege you saved will be added to the list box on the left side of the screen.*

5 Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Privilege

1. In the **Privileges** window, highlight privilege you want to edit in the list by clicking it once. Then modify necessary details (except Privilege Id: unique identifier of a privilege) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The privilege will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE Privilege

1. In the **Privileges** window, select privilege in the privileges selection list and click the **Delete** button.

2. Click on **YES** button when prompted if you are sure you want to delete the privilege.

*Click **OK** button when prompted signifying the entry was successfully deleted. The privilege will be deleted from the list.*

3. Click on **NO** button to cancel the deletion.

23. **Hotel Promos** – records all hotel promos.

Location: Configuration > Hotel > Promos

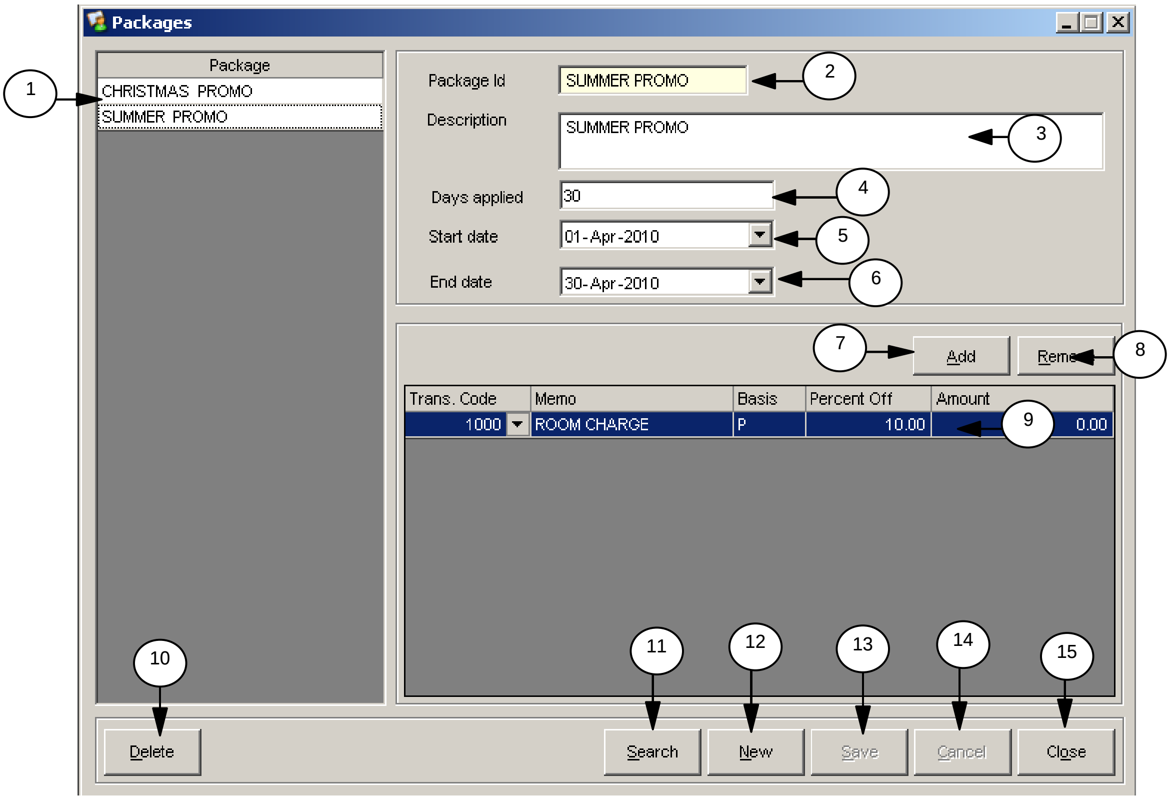


Figure 14

1. List of Hotel Promos – enumerates all active hotel promos.
2. Package ID text box – holds the promo id.
3. Description text box – displays the promo description.
4. Days Applied text box – displays how the promo should be applied per guest (daily or interval).
5. Start Date calendar – displays the date when the promo will be active.
6. End Date calendar – displays the date when the promo will be inactive.
7. Add button – adds a new Transaction to promo discount list.
8. Remove button – removes an entry in the promo discount list.
9. Promo discounts list – enumerates all promo discounts.
10. Delete button – removes selected promo.
11. Search button – search for a specific promo.
12. New button – prepares the screen for a new promo entry.
13. Save button – saves promo information changes or new entry.

14. Cancel button – discards any promo changes or new entry.
15. Close button – closes Hotel Promo screen.

? How to INSERT New Promo

1. From the **Menu Bar**, click **Configuration** then select **Hotel** and click **Promos**. This will launch the **Packages** window.
2. In the **Packages** window, click the **New** button. This will create a new promo entry.
3. Enter Promo details in the appropriate boxes provided on the right side of the screen. Package Id must be unique.

? How to Add Transaction

1. Click the **Add** button. Inserted row gets displayed as follows.
2. Select transaction code on the **Trans. Code** drop down list.
3. Select basis of discount (P – Percent or A – Amount).
4. Enter discount value (percent or amount) on the appropriate cell. If you select P as the basis of discount, enter percent value (do not place % symbol) under Percent Off column. If A, enter amount value under Amount column. Transaction will be added in the list.

Notes: Percent discount should not exceed **100%** of the total percentage of each transaction. To add more transaction, repeat steps "How to Add Transaction".

? How to Remove Transaction

1. From the list of transactions, select transaction you want to remove.
2. Click the **Remove** button. Transaction will be removed from the list.

4. Click on **Save** button to save the new promo.
*Click the **OK** button when prompted signifying the entry was successfully added. The promo you saved will be added to the list box on the left side of the screen.*
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Promo

1. In the **Packages** window, highlight promo you want to edit in the list by clicking it once. Then modify necessary details (except Package Id: unique identifier of the promo) on the right side of the screen.
To edit transactions, see "How to Add/Remove Transaction" above.

2. Click on **Save** button to save the changes.

   *Click the **OK** button when prompted signifying the entry was successfully updated. The promo will be updated in the list.*

3. Click on **Cancel** button to discard the changes.

? How to DELETE a Promo

1. In the **Packages** window, select promo in the promo selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the promo. The promo will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

Did you know that.....?

- **Days Applied** makes Hotel Promos flexible. You can have a promo such as “3 + 1”. For every 3 nights of stay at the hotel, you can have the 4th night free.

24. **Housekeeper** – records all hotel housekeepers.

Location: Configuration > Services -> Housekeepers

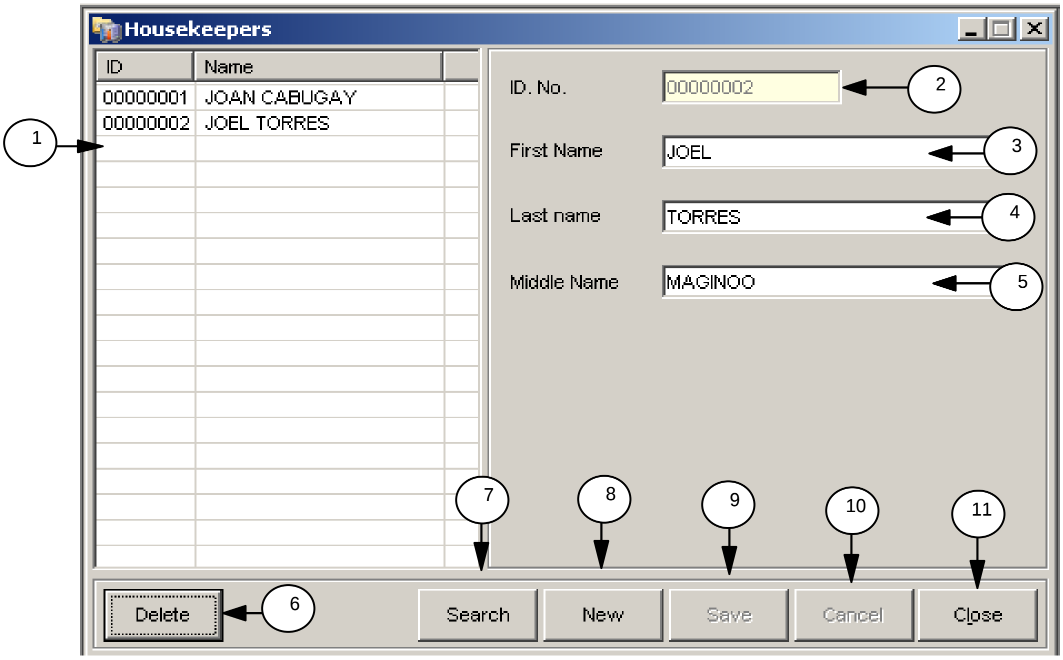


Figure 26

1. List of Housekeepers – enumerates all active hotel housekeepers.

2. ID No. text box – displays ID No. of Housekeeper.
3. First Name text box – displays Housekeeper's First Name.
4. Last Name text box – displays Housekeeper's Last Name.
5. Middle Name text box – displays Housekeeper's Middle Name.
6. Delete button – removes selected Housekeeper.
7. Search button – searches for a specific housekeeper.
8. New button – prepares the screen for a new housekeeper entry.
9. Save button – saves housekeeper information changes or new housekeeper entry.
10. Cancel button – discards any housekeeper information changes.
11. Close button – closes Housekeeper screen.

? How to INSERT New Housekeeper

1. From the **Menu Bar**, click **Configuration** then select **Services** and click **Housekeepers**. This will launch the **Houser Keeper** window.
2. In the **House Keeper** window, click the New button. This will create a new housekeeper.
3. Enter housekeeper id and name. Housekeeper ID Number must be unique.
2. Click on **Save** button to save the new housekeeper.
   The housekeeper you saved will be added to the list box on the left side of the screen.
3. Click on **Cancel** button to discard the entry.

? How to EDIT Information of a Housekeeper

1. In the **House Keeper** window, highlight housekeeper you want to edit in the list by clicking it once. Then modify necessary details (except Housekeeper ID: unique identifier) on the right side of the screen.
2. Click on **Save** button to save the changes.
   The housekeeper will be updated in the list.
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Housekeeper

1. In the **House Keeper** window, select housekeeper in the housekeeper selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete

the housekeeper. The housekeeper will be deleted from the list.

3. Click on **NO** button to cancel the deletion.

25. **Taxi Drivers** – records all information of a Taxi Driver.

Location: Configuration > Drivers

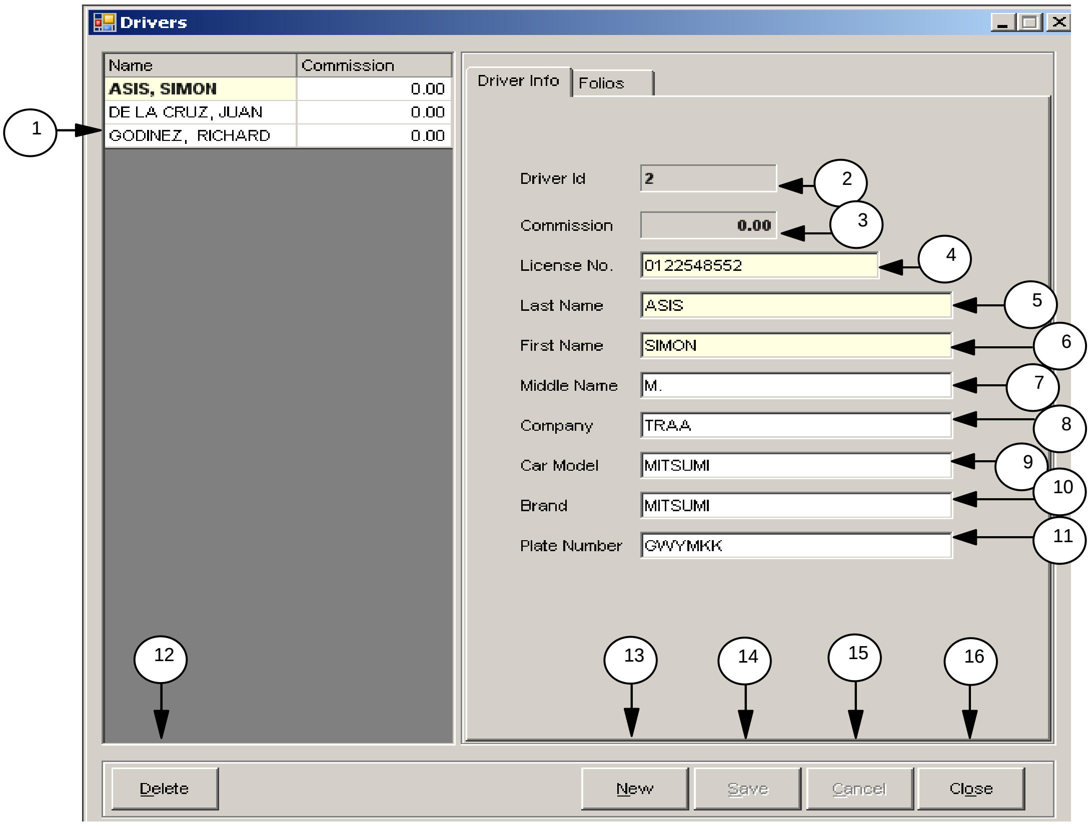


Figure 37

1. List of Drivers – enumerates all active Taxi Driver's Accounts.
2. Driver ID text box – holds Driver's ID.
3. Commission text box – displays the total accumulated Taxi Driver's Commission Amount.
4. License No. text box – displays the Taxi Driver's license number.
5. Last name text box – displays the last name of the taxi driver.
6. First name text box – displays the first name of the taxi driver.
7. Middle name text box – displays the middle name of the taxi driver.
8. Company text box – displays the company name of the taxi driver.
9. Car Model text box – displays the car model of the taxi.
10. Brand text box – displays the brand of the taxi.
11. Plate Number text box – displays the plate number of the taxi.

12. Delete button – removes the selected Driver Account.
13. New button – prepares the screen for a new Driver Account.
14. Save button – saves Driver Account information changes or new entry.
15. Cancel button – discards any changes to Driver's Account.
16. Close button – closes Driver Account screen.

? How to INSERT New Taxi Driver

1. From the **Menu Bar**, click **Configuration** then click **Drivers**. This will launch the **Drivers** window.
2. In the **Drivers** window, click the **New** button. This will create new driver entry. Driver Id is automatically set by the system.
3. Enter driver information in the appropriate boxes provided on the right side of the screen.
4. Click on **Save** button to save the new driver.
   *Click the **YES** button when prompted to save new driver entry. The taxi driver you saved will be added to the list box on the left side of the screen.*
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Taxi Driver

1. In the **Drivers** window, highlight driver you want to edit in the list by clicking it once. Then modify necessary details (except Driver Id: unique identifier of the driver) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **YES** button when prompted to save driver entry. The taxi driver will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE a Taxi Driver

1. In the **Drivers** window, select taxi driver in the selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the driver. The taxi driver will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

26. **Individual Guests** – records all information about a Guest.

Location: Configuration > Guests > Individual

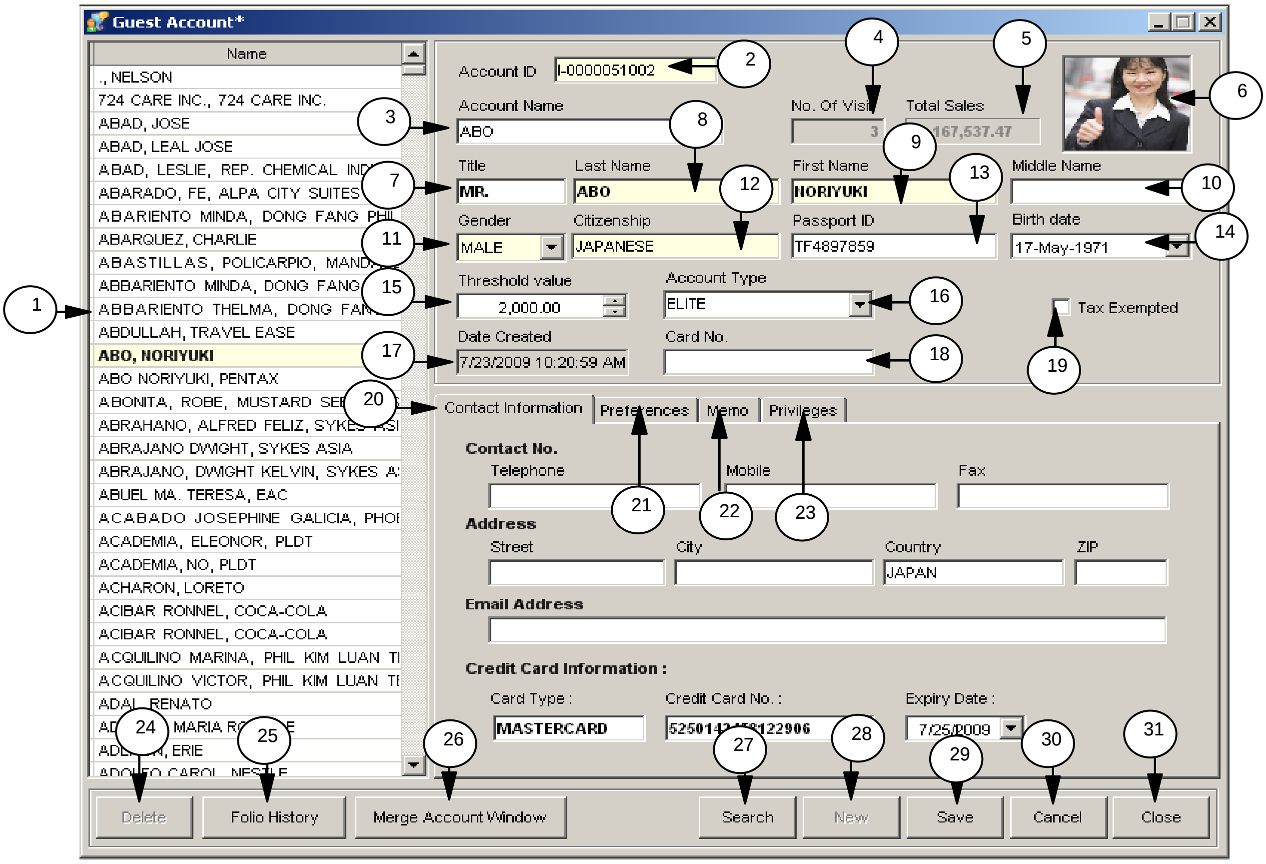


Figure 35

1. List of Guests – enumerates all active Guest Accounts.
2. Account ID text box – holds guest's Account ID.
3. Account Name text box – displays the Account Name of the guest.
4. No. of Visit text box – displays the guest's total number of visits to the hotel.
5. Total Sales text box – displays the Total Accumulated Sales of a guest.
6. Guest Image – displays the guest's image. To change this, just click on this box.
7. Title text box – displays the Title of the guest.
8. Last name text box – displays the last name of a guest.
9. First name text box – displays the first name of a guest.
10. Middle name text box – displays the middle name of a guest.
11. Gender drop down box – displays gender of a guest.
12. Citizenship text box – displays the citizenship of a guest.
13. Passport ID – displays the Passport ID of a guest. This field should not be left blank if guest is a non-resident of the country.
14. Birth Date – displays the birth date of a guest.
15. Threshold Value text box – displays the limit amount the guest can be

charged.

16. Account Type drop down box – displays the type of account the guest has.
17. Date Created – displays the date and time the account was created.
18. Card No text box – displays the guest's current privilege card number if guest has any.
19. Tax Exempted check-box – displays if guest is exempted from tax or not.
20. Contact Information tab – displays all contact information of a guest including contact numbers, address, email address and credit card information.
21. Preferences tab – displays information of a guest regarding his preferences in rooms, foods, etc.
22. Memo tab – displays other notes/information of a guest.
23. Privileges tab – displays list of privileges a guest has.
24. Delete button – removes selected guest account.
25. Folio History button – displays history of guest's visit to the hotel.
26. Merge Account button – merges account to another account.
27. Search button – search for a specific guest account.
28. New button – prepares the screen for a new Guest Account.
29. Save button – saves guest account information changes or new guest account entry.
30. Cancel button – discards any changes to Guest Account.
31. Close button – closes Guest Account screen.

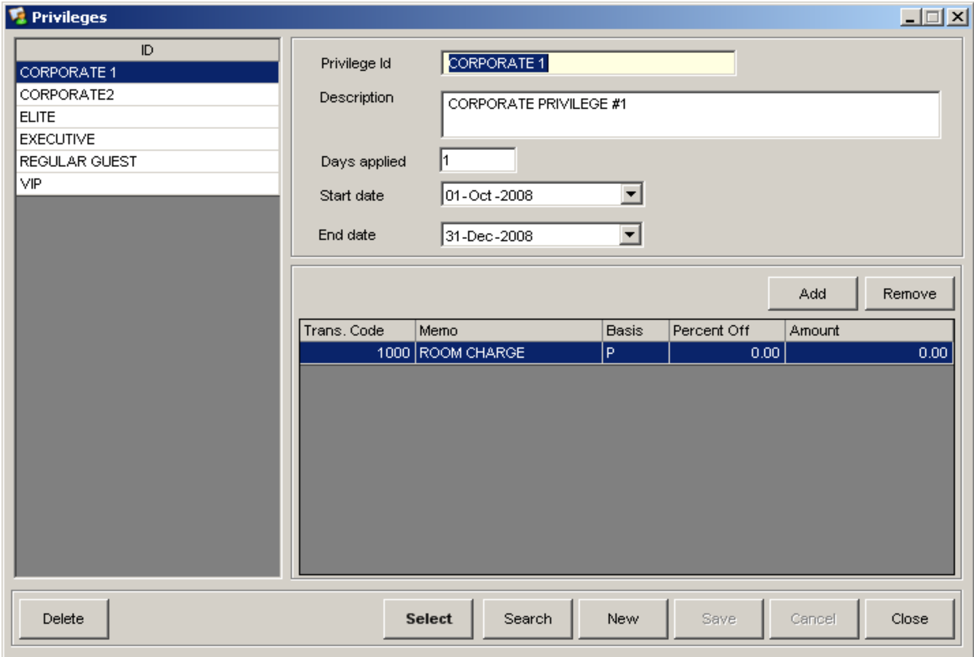
? How to INSERT New Guest Account

1. From the **Menu Bar**, click **Configuration** then select **Guests** and click **Individual**. This will launch the **Guest Account** window.
2. In the **Guest Account** window, click the New button. This will create new guest individual account. Account ID is automatically set by the system.
3. Enter name, citizenship and other necessary details in the appropriate boxes provided on the right side of the screen.

? How to Add Privileges

1. Select **Privilege tab** and click on the **Add** button.

A window containing list of privileges gets displayed. You will see the window below.



2. Select a privilege from the list and click **Select** button.
3. To add more privilege, repeat step no. 2. Click **Close** button.
   Privilege will be added in the Guest Account Privilege list.

? How to Remove Privileges from Guest Account

1. Select Privilege tab.
2. Select from the list of privileges and click the **Remove** button.
   Privilege will be removed from the list.

4. Click on **Save** button to save the new guest account.
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Guest Account

1. In the **Guest Account** window, click on the guest you want to edit from the list then modify necessary details (except Account ID: unique identifier of the guest) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the account was successfully updated. The guest account will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE Guest Account

1. In the **Guest Account** window, select guest account in the selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the account. The guest account will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

Did you know that.....?

- You can have a larger view of guest's image by pointing your cursor over the guest image box.
- If you entered details of guest's Credit Card, this will be automatically shown in the Credit Card information of a guest's Folio once the guest pays via Credit Card.

27. **Group Guests** – records all Company Accounts.

Location: Configuration > Guests > Group

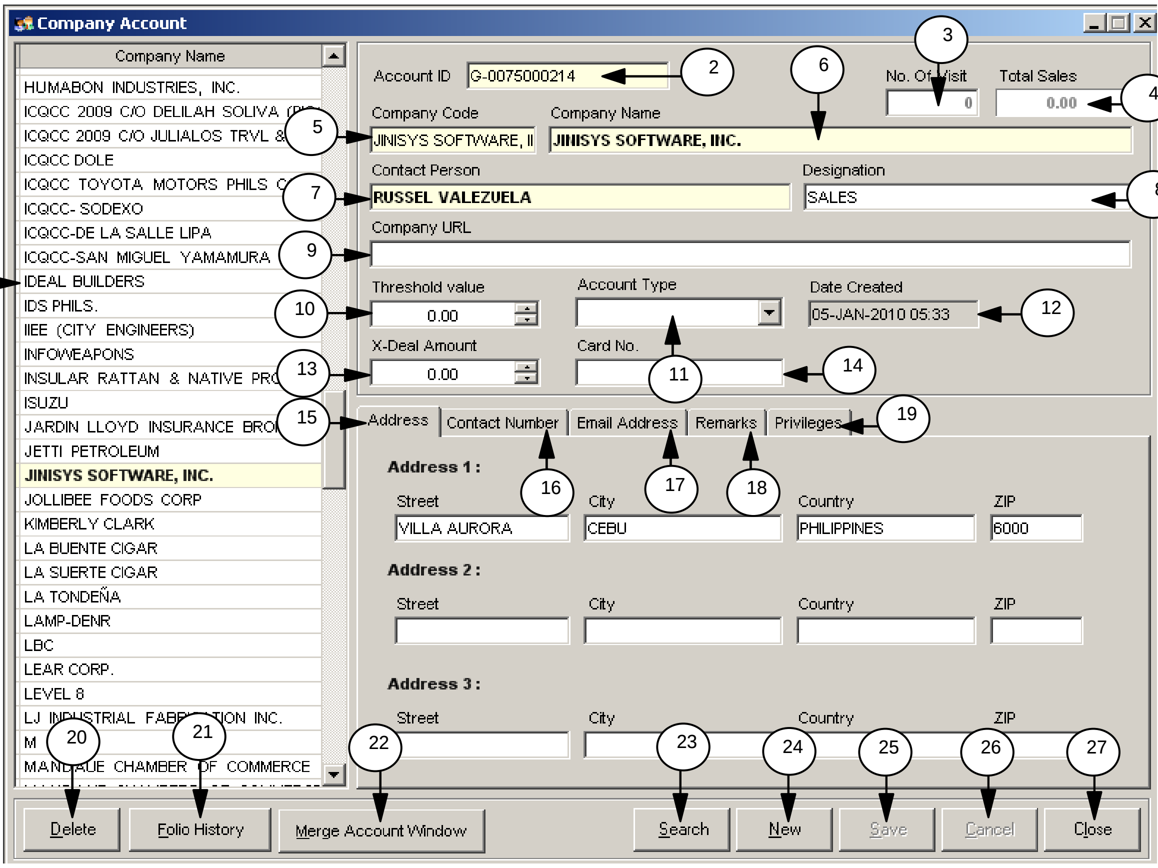


Figure 36

1. List of Company Accounts– enumerates all active Company Accounts.
2. Account ID text box – holds Company's Account ID.
3. No. of Visit text box – displays the Company's total number of visits to the hotel.
4. Total Sales text box – displays the total accumulated sales for the company.
5. Company Code text box – displays the company code.
6. Company Name text box– displays the Name of the Company.
7. Contact Person text box – displays the name of the contact person in the company.
8. Designation text box – displays the designation of the contact person in the company.
9. Company URL text box – displays the Company's website URL.
10. Threshold Value text box– displays the limit amount the Company can be charged.
11. Account Type drop down – displays the type of account the Company currently has.
12. Date Created – displays the date and time the account was created.
13. X-Deal amount text box – displays the X-Deal amount the Company and the Hotel has agreed upon.
14. Card No text box – displays the current privilege card number of the Company.
15. Address tab – contains all addresses of the Company.
16. Contact Number tab – contains all contact numbers of the Company.
17. Email Address tab – contains all email addresses of the Company.
18. Remarks tab – contains other information/remarks regarding the Company.
19. Privileges tab – contains all privileges of the Company.
20. Delete button – removes selected Company Account.
21. Folio History button – displays history of Company's visit to the Hotel.
22. Merge Account button – merges account to another account.
23. Search button – searches for a specific Company Account.
24. New button – prepares the screen for a new Company Account.
25. Save button – saves Company Account information changes or new entry.
26. Cancel button – discards any changes to Company Account.
27. Close button – closes Company Account screen.

? How to INSERT New Company Account

1. From the **Menu Bar**, click **Configuration** then select **Guests** and click **Group**. This will launch the **Company Account** window.
2. In the **Company Account** window, click the **New** button. This will

create new company account. Account ID is automatically set by the system.

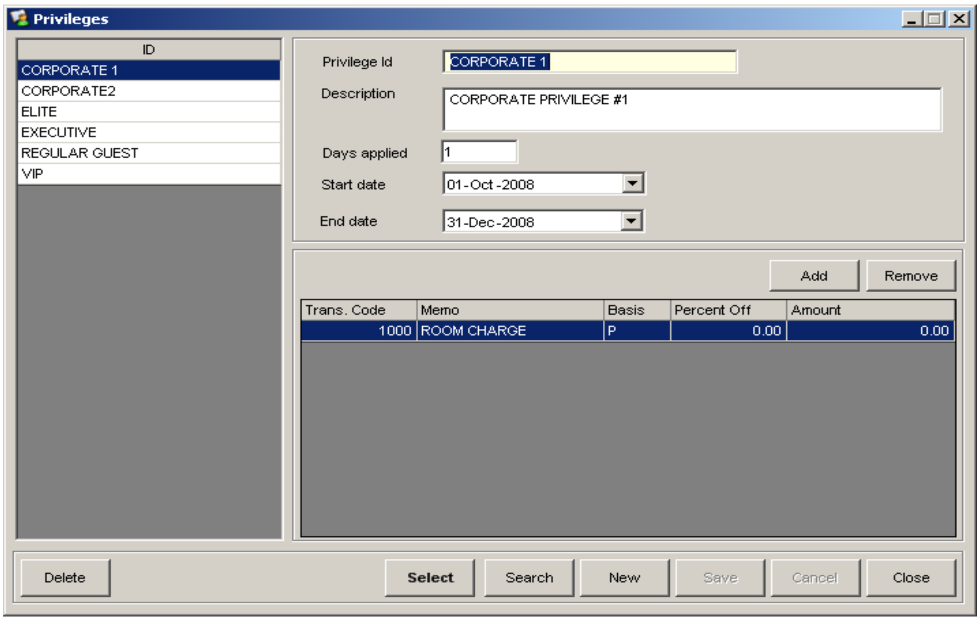
3. Enter company name, contact person and other necessary details in the appropriate boxes provided on the right side of the screen.

? How to Add Privileges

1. Select Privilege tab and click on the **Add** button.

   A window containing list of privileges gets displayed. You will see figure below.
2. Select a privilege from the list and click **Select** button.
3. To add more privilege, repeat step no. 2. Click **Close** button.

   Privilege will be added in the Company Account Privilege list.



? How to Remove Privilege

1. Select **Privilege** tab.
2. Select from the list of privileges and click the **Remove** button.

   Privilege will be removed from the list.

4. Click on **Save** button to save the new company account.
5. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing Company Account

1. In the **Company Account** window, click on the account you want to edit from the list then modify necessary details (except Account ID: unique identifier of the account) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the account was successfully updated. The company account will be updated in the list.*
3. Click on **Cancel** button to discard the changes.

? How to DELETE Company Account

1. In the **Company Account** window, select guest account in the selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the account. The company account will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

28. **User Roles** – records the roles of users.
    Location: Configuration > Hotel > System Roles

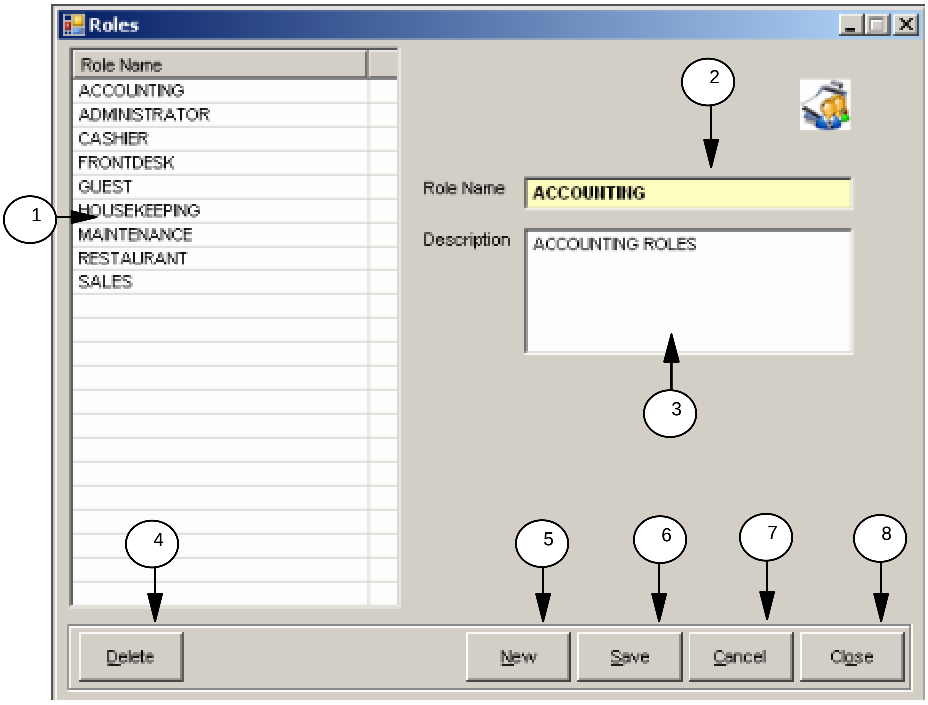


Figure 39

1. List of Roles – enumerates all active User Roles.

2. Role Name text box – holds the name of the role.
3. Description text box – displays the description of the role.
4. Delete button – removes the selected user role.
5. New button – prepares the screen for a new User Role.
6. Save button – saves User Role information changes or new entry.
7. Cancel button – discards any changes to the User Role.
8. Close button – closes User Roles screen.

? How to INSERT New User Role

1. From the **Menu Bar**, click **Configuration** then select **Hotel** and click **System Roles**. This will launch the **Roles** window.
2. In the **Roles** window, click the **New** button. This will create new user role.
3. Enter role name and description in the appropriate boxes provided on the right side of the screen. Role Name must be unique.
2. Click on **Save** button to save the new user role.
3. Click on **Cancel** button to discard the entry.

? How to EDIT Information of an existing User Role

1. In the **Roles** window, highlight role you want to edit in the list by clicking it once. Then modify necessary details (except Role Name: unique identifier of the user role) on the right side of the screen.
2. Click on **Save** button to save the changes.
3. Click on **Cancel** button to discard the changes.

? How to DELETE User Role

1. In the **Roles** window, select role in the user role selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the role. The user role will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

29. **System Users** – records all information regarding the users of the system.

Location: Configuration > Hotel > System Users

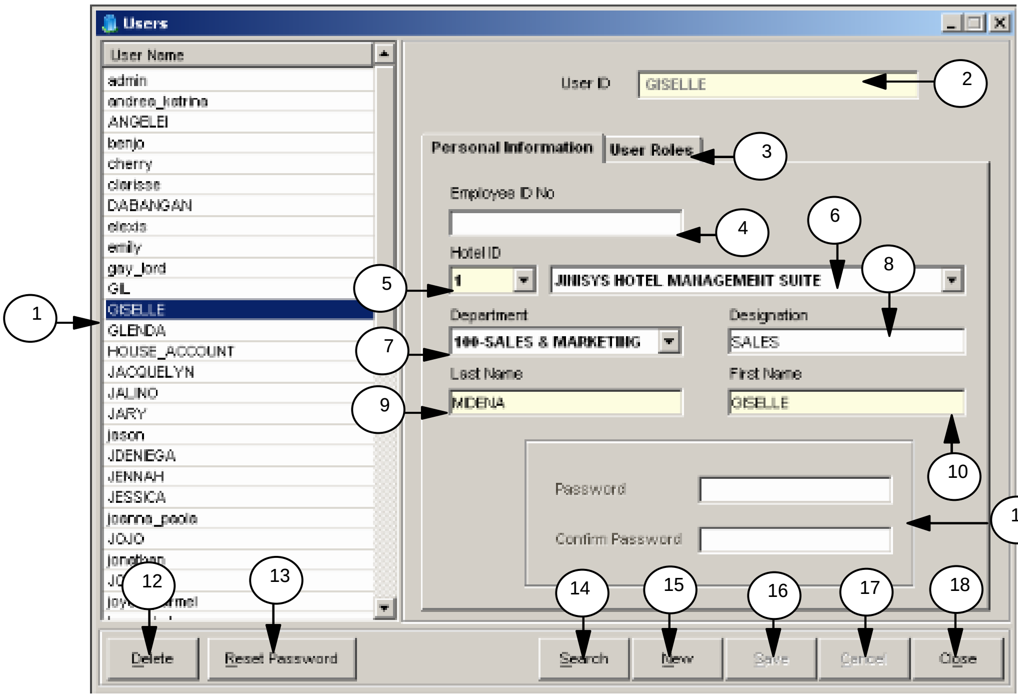


Figure 38

1. List of Users – enumerates all active User Accounts.
2. User ID text box – holds the User's ID.
3. User Roles tab – contains a list of Roles the User have.
4. Employee ID text box – displays the user's Employee ID.
5. Hotel ID drop down box – displays the Hotel ID the user is assigned to.
6. Hotel Name text box – displays the name of the Hotel.
7. Department drop down – displays the Department the user is assigned to.
8. Designation text box – displays the designation of the user in the assigned department.
9. Last name text box – displays the last name of the user.
10. First name text box – displays the first name of the user.
11. Password box – allows changing of passwords with confirmation.
12. Delete button – removes selected user account.
13. Reset Password button – clears current user password and ask for new password.
14. Search button – searches for a specific user account.
15. New button – prepares the screen for a new User Account.
16. Save button – saves user account information changes or new entry.
17. Cancel button – discards any changes made to the User Account.
18. Close button – closes the User Account window.

? How to INSERT New User Account

1. From the **Menu Bar**, click **Configuration** then select **Hotel** and click **System Users**. This will launch the **Users** window.
2. In the **Users** window, click the **New** button. This will create new system user.
3. Enter user id, name and other necessary details in the appropriate boxes provided on the right side of the screen. User ID must be unique.

? How to Add Roles

1. Select **User Roles** tab and click on the **Add Role** button. Inserted row gets displayed as follows.
2. Select role by clicking the cell under **Role** drop down list.
3. To add more roles, repeat step no. 2.

? How to Remove Roles

1. Select **User Roles** tab.
2. Select from the list of roles and click the **Remove Role** button.

4. Click on **Save** button to save the new user.
   *Click the **OK** button when prompted signifying the entry was successfully added. The user account you saved will be added to the list box on the left side of the screen.*
5. Click on **Cancel** button to discard the entry.

? How to Reset Password of User Account

1. Click on the **Reset Password** button.
2. Enter new password and confirm the password you entered.

? How to EDIT Information of an existing User Account

1. In the **Users** window, highlight user you want to edit by clicking it once. Then modify necessary details (except User ID: unique identifier of the user account) on the right side of the screen.
2. Click on **Save** button to save the changes.
   *Click the **OK** button when prompted signifying the entry was successfully updated. The user account will be updated in the list.*

3. Click on **Cancel** button to discard the changes.

? How to DELETE User Account

1. In the **Users** window, select user account in the selection list and click the **Delete** button.
2. Click on **YES** button when prompted if you are sure you want to delete the account. The user account will be deleted from the list.
3. Click on **NO** button to cancel the deletion.

30. **System Configuration** – records all configurations of the system, e.g. default breakfast value, default cash terminal.

Location: Configuration > Hotel > System Configuration

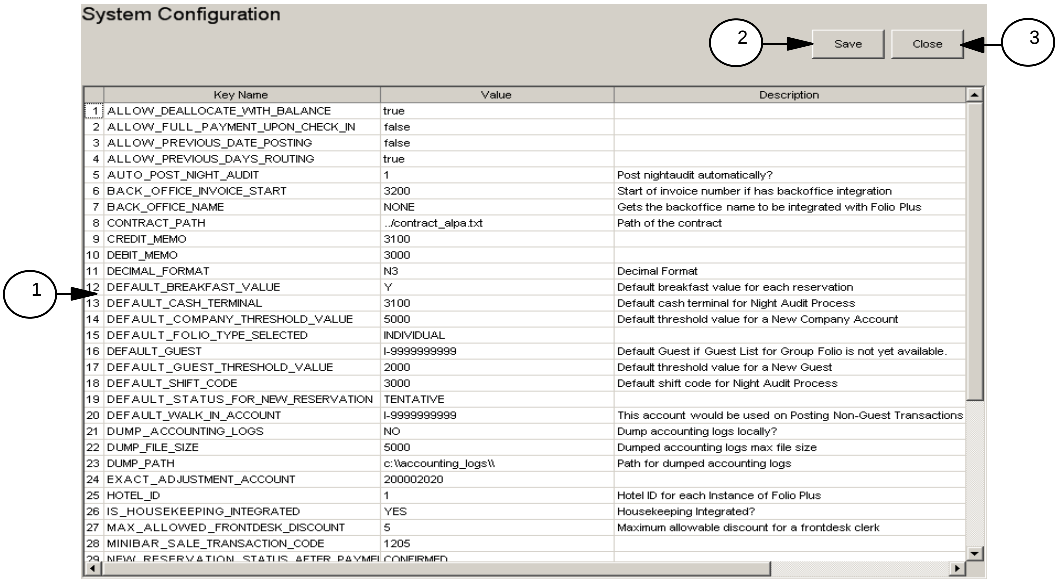


Figure 40

1. List of Configurations – enumerates all system configurations with their values.
2. Save button – saves all changes to configurations.
3. Close button – closes the window for system configuration.

? How to EDIT Information of a System Configuration

1. In the **System Configuration** window, select a Configuration from List of Configurations, and modify its information(value or description).
2. Click on **Save** button to save the changes.

   *Click the **OK** button when prompted signifying the entry was* *successfully updated. The configuration will be updated in the list.*

3. Click on **Close** button to close the window.

III. TRANSACTIONS (BASIC)

1. Check-In through Walk-In

? Check-In using the Room Status

1. Select an available room in the Room Status window.
2. Double-click selected room.

   The Individual Reservation screen will appear.
3. Enter necessary details of the guest's stay.
4. Click on the **Save** button.

System will automatically save the reservation and set its status to Checked-In.

2. **Guest List** – displays all guests that are checked-in or reserved at the hotel.

Location: Transactions > Frontdesk > Guest List

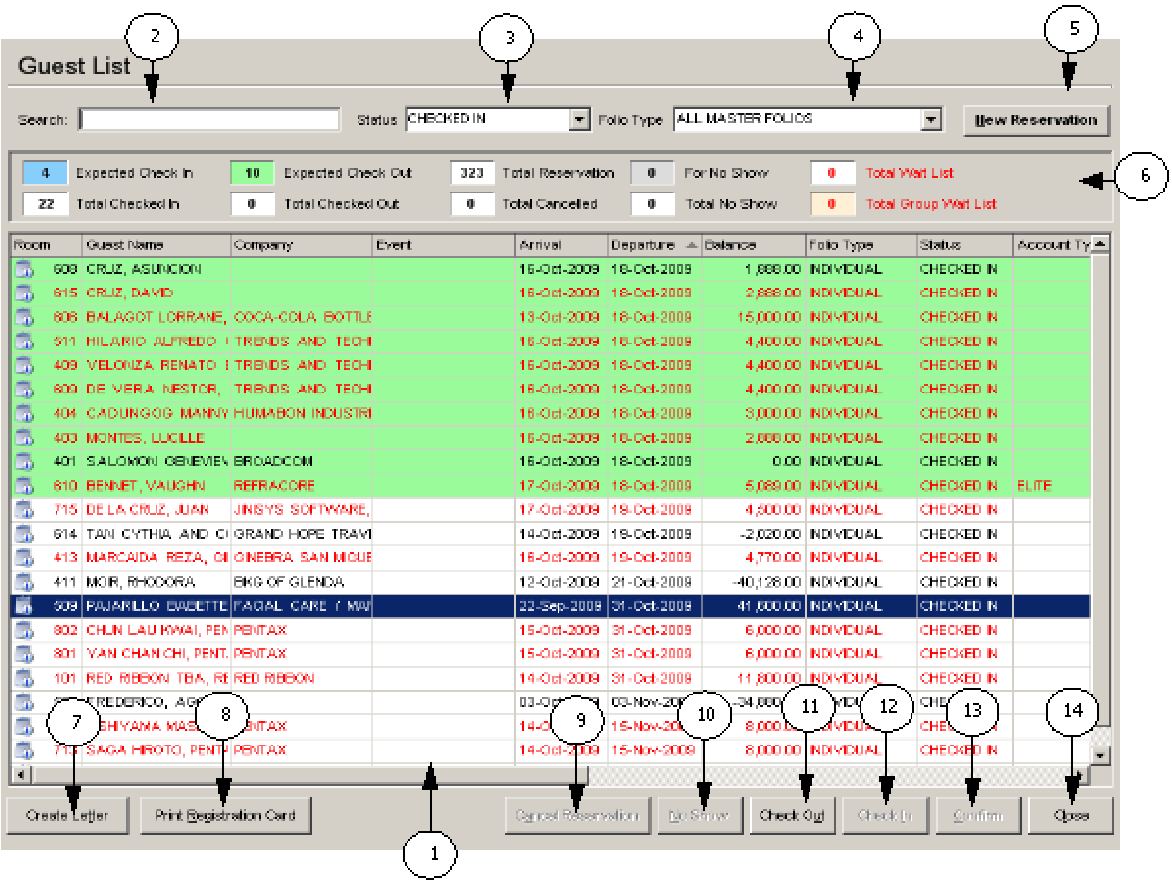
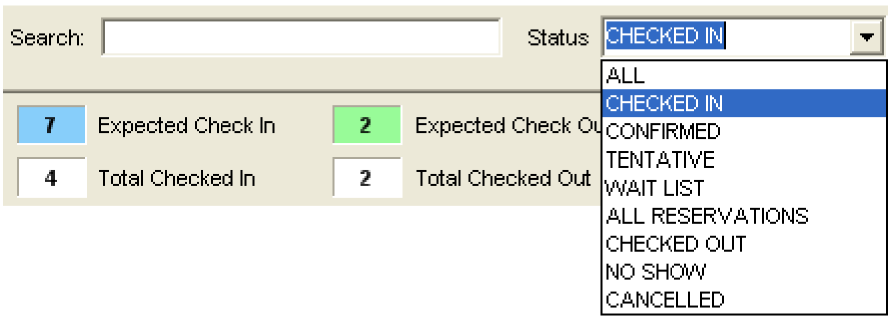


Figure 41

1. List of Guests – enumerates all guests of the hotel filtered by their status. Default is Checked In.
2. Search text box – field for entering search criteria for searching a specific guest.
3. Status drop down list – status criteria for displaying guests in the grid.
4. Folio Type drop down – folio type criteria for displaying guests in the grid.
5. New Reservation button – creates a new Individual Reservation.
6. Guest Count box – displays the total count of guests for each category.
7. Create Letter button – creates a letter for selected High Balanced guest.
8. Print Registration Card button – prints registration card of selected guest.
9. Cancel Reservation button – cancels a selected reservation.
10. No Show button – cancels a selected reservation and set its cancel reason to No Show.
11. Check Out button – checks out a selected checked in guest.
12. Check In button – checks in a selected reserved guest.
13. Confirm button – confirms a reservation of a guest.
14. Close button – closes the window for Guest List.

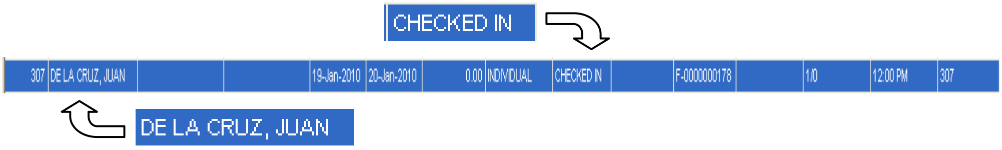
? How to Search for a Guest on Guest List

1. From the **Menu Bar**, click **Configuration** then select **Frontdesk** and click **Guest List**. This will launch the **Guest List** window.
2. In the **Guest List** window, select status on the **Status** drop down list.



3. Type the guest's name to be searched in the **Search** box then hit **Enter** key on the keyboard.

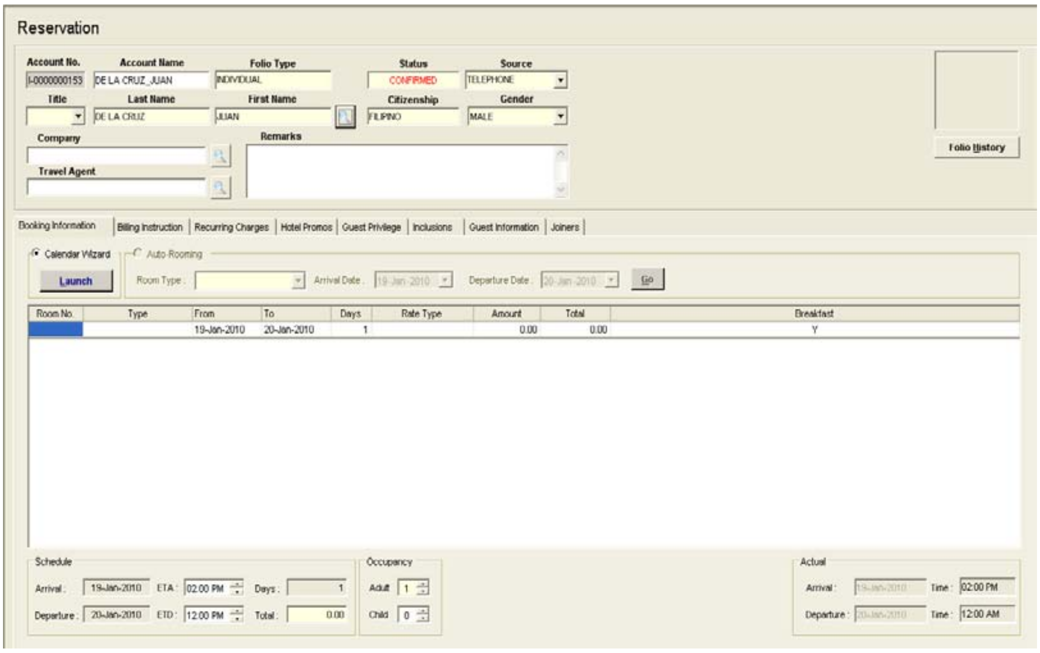
4. If found, a row will be highlighted with color blue that matches the guest you have searched.



Note: System will prompt you to continue searching guest in another status automatically if the guest not found in the status you specified.

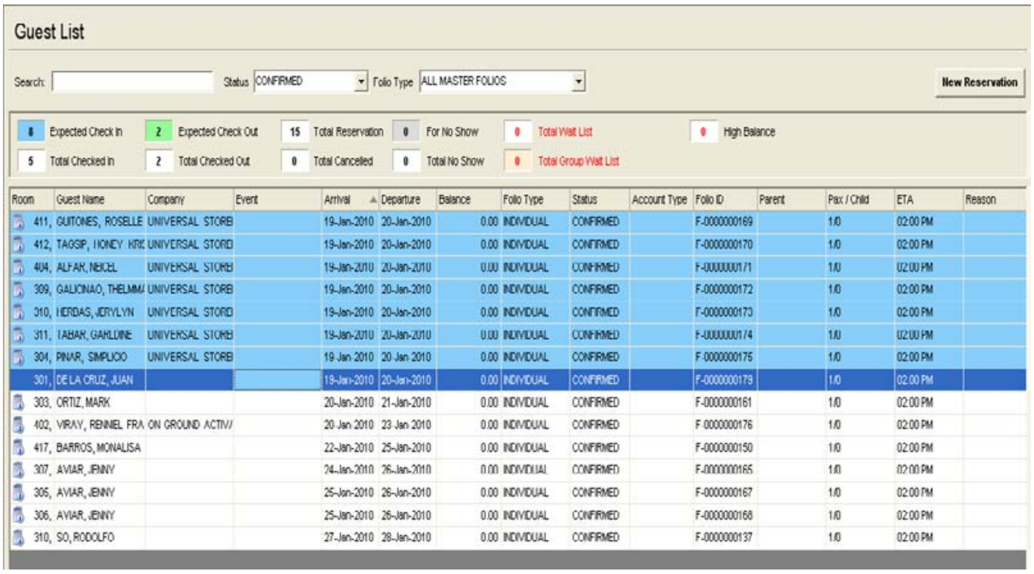
? How to Make Reservation on Guest List

1. In the **Guest List** window, click on the **New Reservation** button. This will launch the **Reservation** screen.



2. In the **Reservation** screen, enter any necessary details of the reservation.
3. Click on the **Save** button.

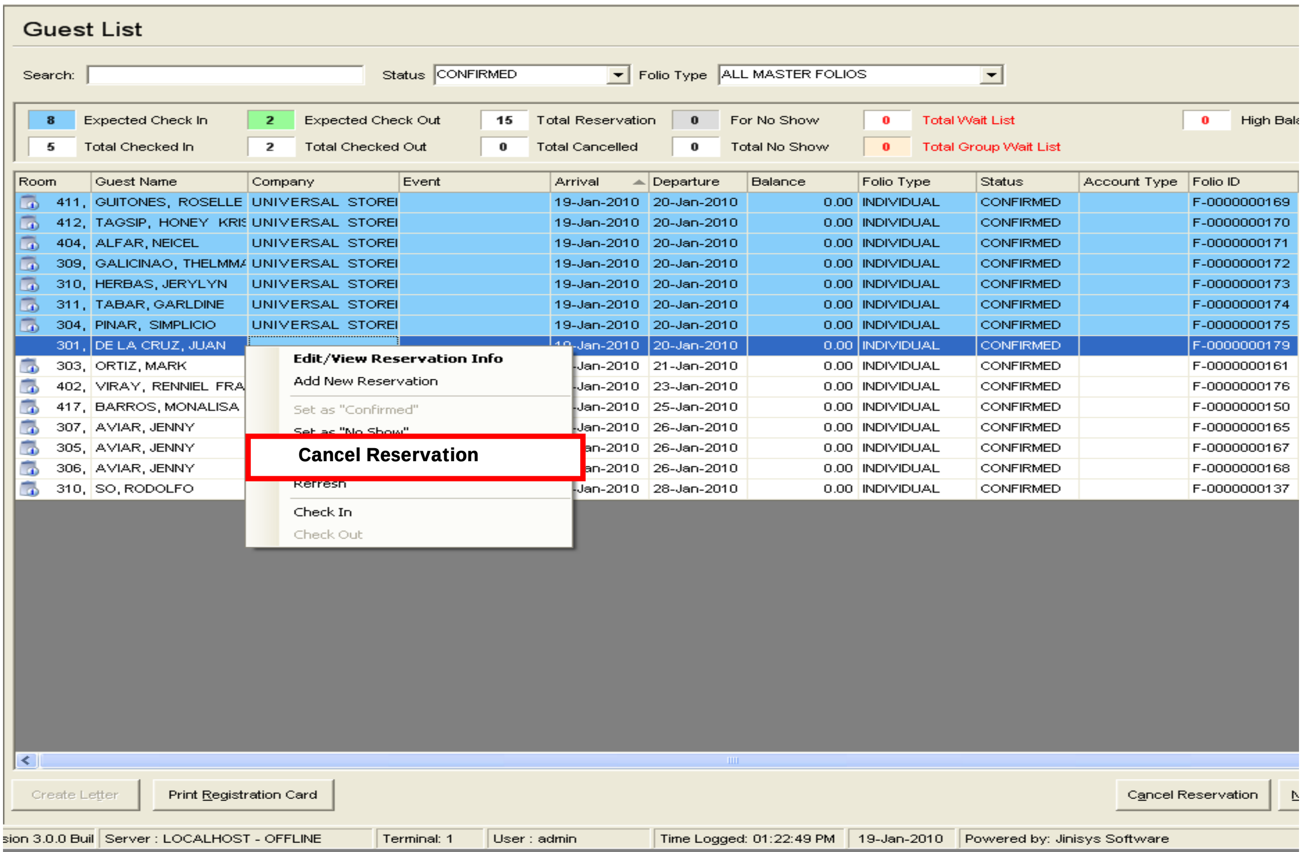
   Upon closing the window, system will return to the Guest List window to show the newly added reservation.



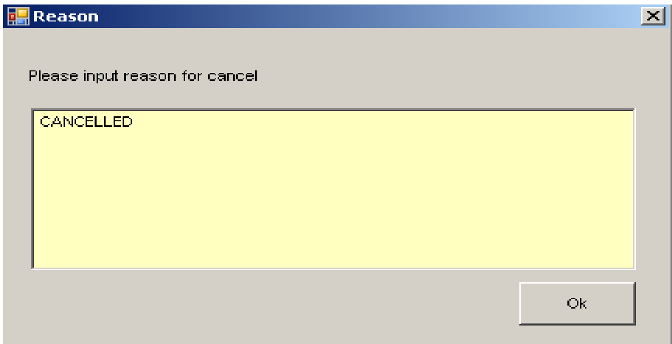
4. Click on **Cancel** button to discard the reservation.

? How to Cancel Reservation on Guest List

1. In the **Guest List** window, click on the guest whose reservation you would like to cancel from the list and click on or right click on the guest and select **Cancel Reservation.**



2. The **Reason** window gets displayed as follows. Enter reason for canceling on the yellow box then click on **OK** button.



3. Click on **YES** when prompted if you are sure you want to cancel the reservation.

   *Click the **OK** button when prompted signifying the reservation status was cancelled. The reservation will be removed, and will be seen under Cancelled status list.*

4. Click on **NO** to discard the cancellation.

Did you know that.....?

- You can easily **identify the status of a guest** by the highlight color of its row or font. There are color legends in the Guest Count box to help you determine the status of guest, e.g.:
  light blue – expected check-in, light green – expected check-out.

- Under **Checked In** status:
  - You can **view directly Check Out window** of selected guest by pressing **Check Out** button.
  - You can **create Letter for High Balance guest** by pressing **Create Letter** button.
  - You can **print Registration Card** of selected guest by pressing **Print Registration Card** button.

- Under **Confirmed** status:
  - You can **set No Show guest** by pressing **No Show** button. Confirmation box will prompt you to confirm the action.
  - You can **directly Check-In guest** by pressing **Check In** button.

3. **Single Reservation** – creates new Individual Reservation.

Location: Transactions > Frontdesk > Single Reservation

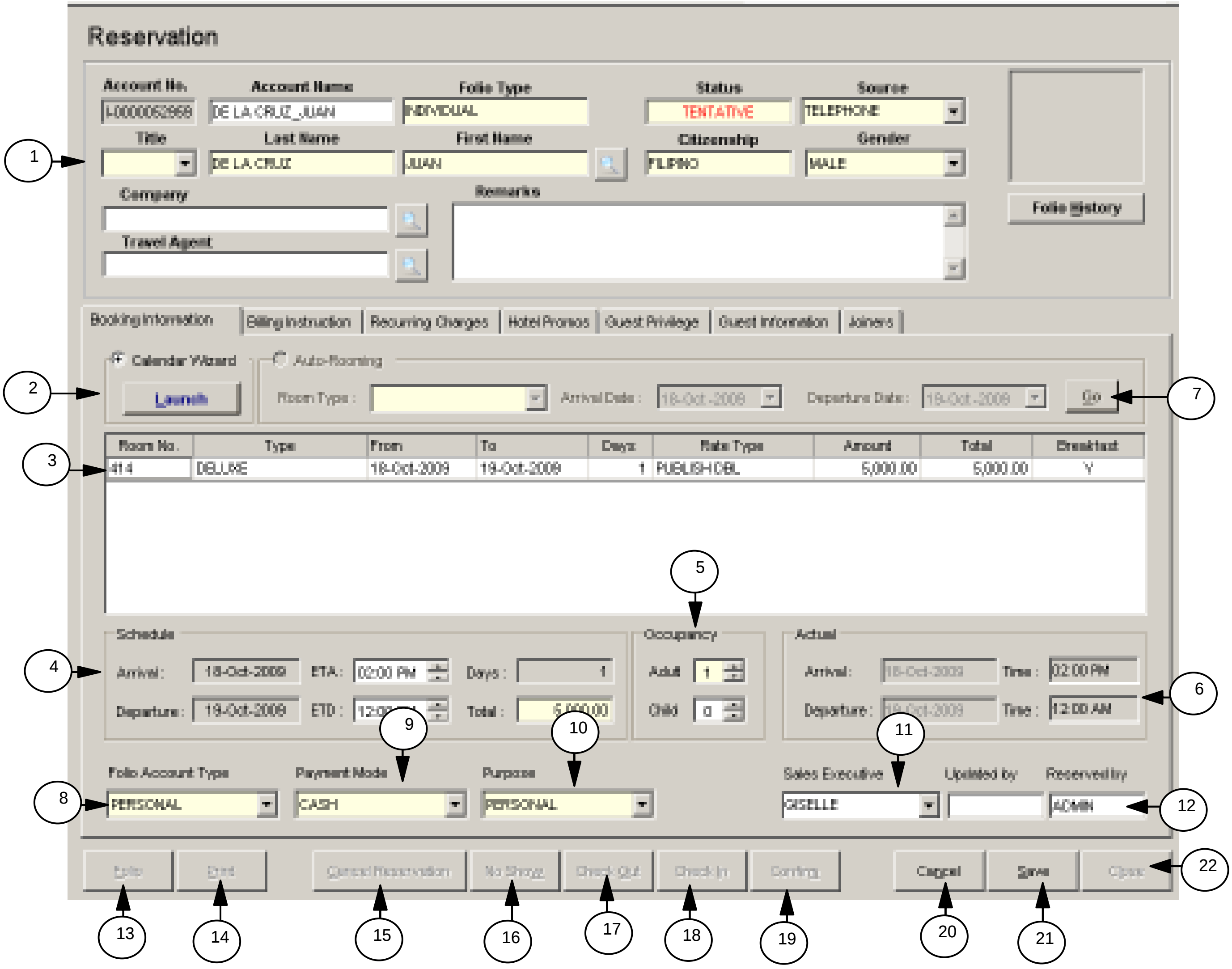


Figure 42

1. Folio Information box – contains information regarding the Reservation: last name and first name of Guest, Folio Type, Remarks, and Company, etc.
2. Calendar Wizard box – launches the Room Calendar for easy room reservation.
3. Schedule grid – displays information of room schedules: room number, type, date from and to, rate type, etc.
4. Schedule box – displays information regarding the expected schedule of the folio: expected arrival date and departure, expected time of arrival and departure…
5. Occupancy box – displays information regarding the number of pax (adult/child) included in the folio.

6. Actual Schedule box – displays information regarding the actual schedule of the folio.
7. Auto-Rooming box – automatically select an available room based on the room type and schedules indicated.
8. Folio Account Type – displays information of the account type the folio is using.
9. Payment Mode – displays information as to what payment type the folio will be using.
10. Purpose drop down box – displays the purpose of the guest for staying in the hotel.
11. Sales Executive – displays the Sales Executive who transacted the account.
12. Reserved by text box – displays the user that reserved the folio.
13. Folio button – shows the Folio Ledger of the account.
14. Print button – prints the Folio of the guest.
15. Cancel Reservation – lets you cancel the reservation.
16. No Show button – cancels the reservation and set its cancellation reason to No Show.
17. Check Out button – sets the status of the folio to Check Out.
18. Check In button – sets the reservation status of the folio to Check In.
19. Confirm button – confirm the reservation status of the folio.
20. Cancel button – discards any changes made to the account.
21. Save button – saves changes to a new or existing reservation.
22. Close button – closes the Individual Reservation window.

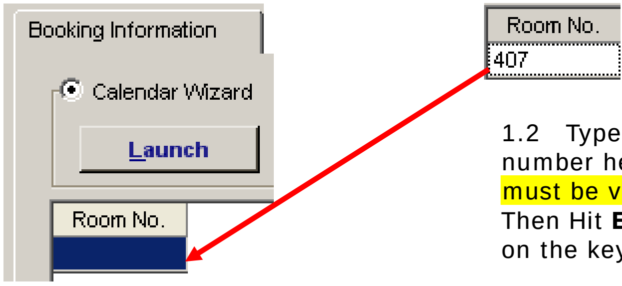
? How to Make a Single Reservation

1. From the **Menu Bar**, click **Transactions** then select **Frontdesk** and click **Single Reservation**. This will launch the **Reservation** screen.
2. In the Reservation screen, enter the guest information. For returning guest, just type few characters in the **Last Name** text box then double click match guest in the list of display guests whose last name start with those similar characters. The guest information gets copied into the window.

   Note: For new guest, make sure that you do not leave blank the required fields.
3. Add Room Schedule manually or use Calendar Wizard:

? How to Add Room Schedule Manually

1. In the **Booking Information** tab, type the room number of the guest wished to reserve under **Room No.** column. See steps below.



1.2 Type the room number here. Room must be vacant-clean. Then Hit **ENTER** key on the keyboard.

1.1 Click on this cell.

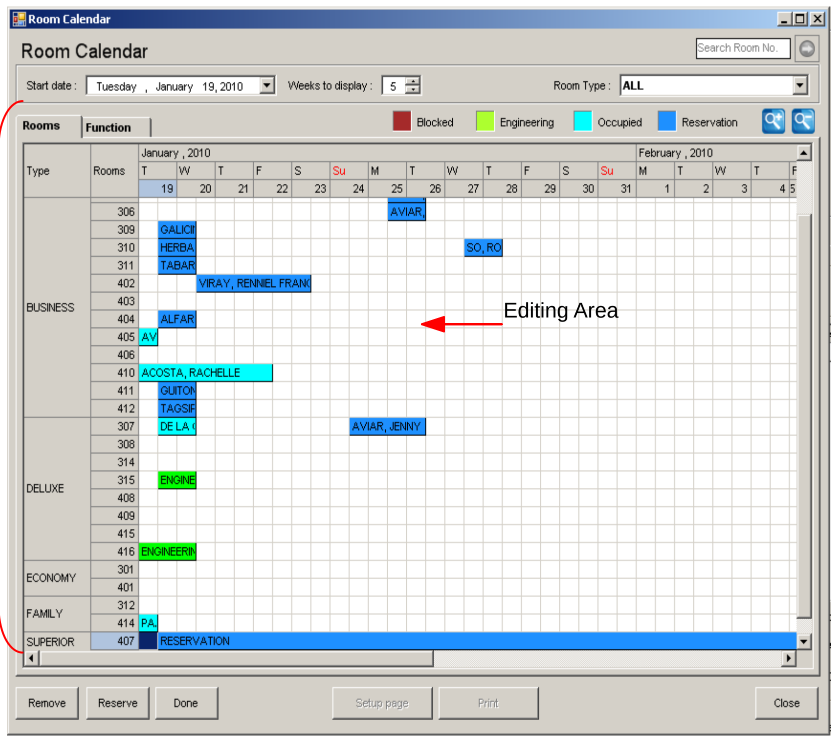
2. **Room Rate Information** gets copied into the schedule grid.

Room No.	Type	From	To
407	SUPERIOR	19-Jan-2010	20-Jan-2010

? How to Add Room Schedule using Calendar Wizard

1. In the **Booking Information** tab, click on **Calendar Wizard** radio button then click on the **Launch** button. The **Room Calendar** window gets displayed as shown below.

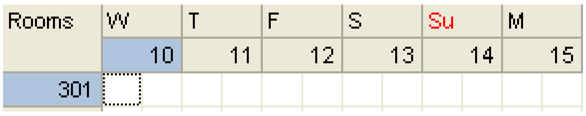
Types of Room and room numbers



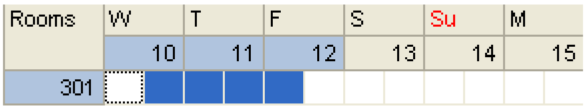
2. Select **Room Type** and **Room Number** the guest wished to occupy by highlighting the cells of the selected room row and

date range column in the editing area.

(e.g. room number – 301, booking date – February 10-13)



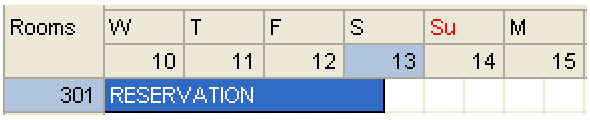
2.1. Click the arrival date on the room number.



2.2 Hold and drag the mouse to the specified departure date.

Notice, a blue line appears as you are dragging to enclose the objects, which reflects the dates on the upper column.

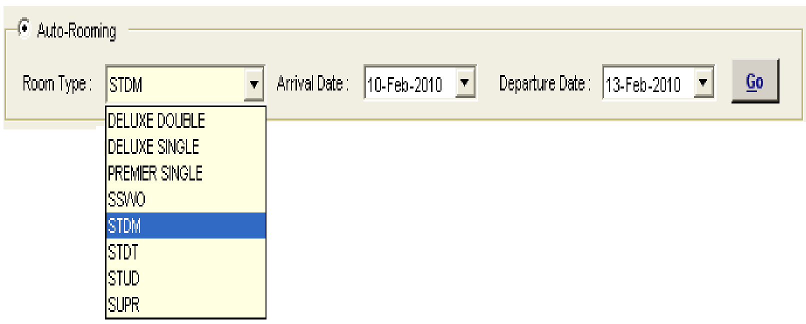
3. Click the **Reserve** button. Figure below gets displayed as follows.



4. Once done, click on **Done** button. Room number and booking date gets copied into the schedule grid.

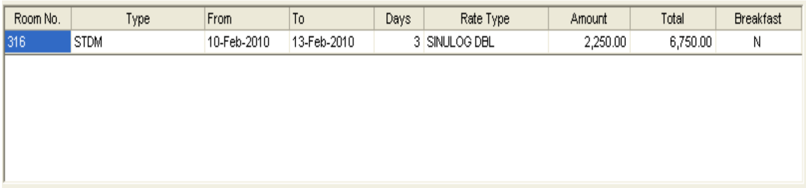
? How to Add Room Schedule using Auto-Rooming

1. In the **Booking Information** tab, click on **Auto-Rooming** radio button. The group box for auto-rooming will be enabled.
2. Select room type, arrival date and departure date.
   (e.g. Room Type – STDM, Booking date February 10-13).



3. Click on the **Go** button.
   *Click the **OK** button when prompted to continue selecting*

the room given by the system. Room number and booking date gets copied into the schedule grid.



Room No.	Type	From	To	Days	Rate Type	Amount	Total	Breakfast
316	STDM	10-Feb-2010	13-Feb-2010	3	SINULOG DBL	2,250.00	6,750.00	N

4. Click on **Save** button to save the new reservation.
5. Click on **Cancel** button to discard the entry.

Did you know that.....?

- You can **add multiple room schedules** by right-clicking on the schedule grid and select **Add Schedule** option. Verify its schedule information like dates and rate type.

Note: Adding room schedule is not allowed on different room number.

- To delete schedule, right click selected schedule on the grid, and select **Delete Schedule** option.

? How to Add/Remove Room Billing Instructions

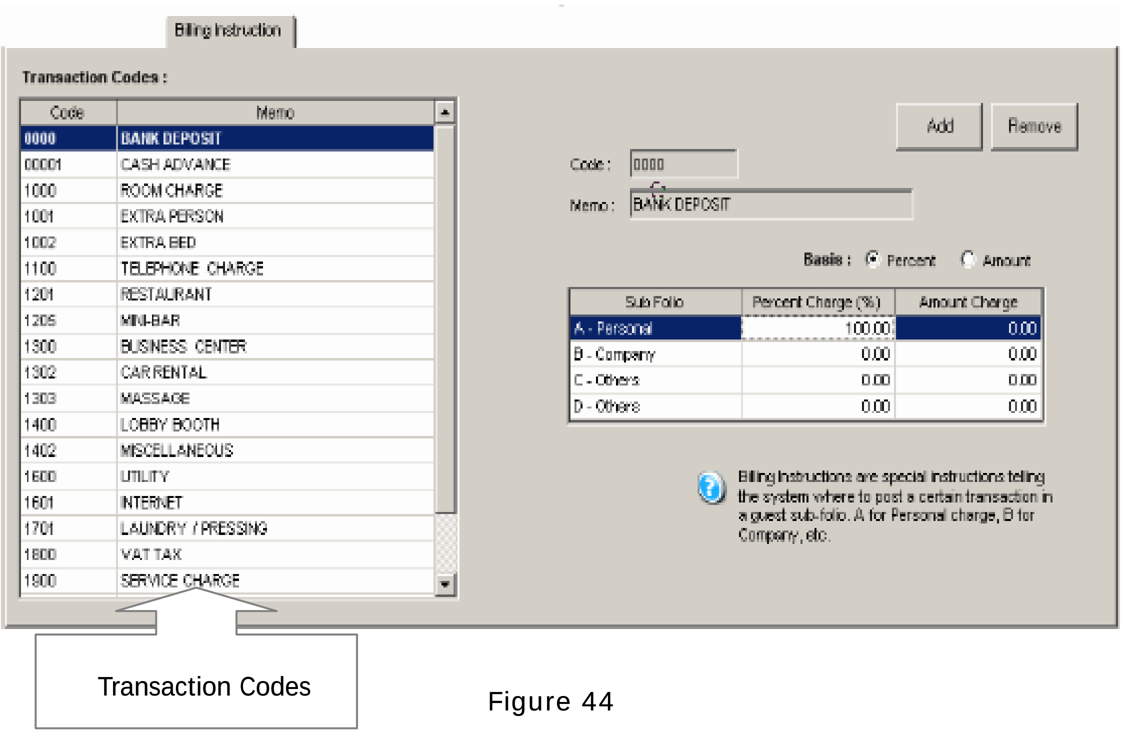


Figure 44

1. In the **Reservation** screen, select the **Billing Instruction** tab. It will display all the transaction codes on the left side of the screen.
2. To add billing instructions, select a transaction from the list of transaction codes. On the right side of the screen shows the sub-folios with their corresponding charges.
3. Select the basis of transferring the amount – Percentage or Amount.
4. Enter the value to be transferred for each of the sub-folio. If percentage is selected, total percentage of all sub-folios should be 100%.
5. Click on the **Add** button. A transaction with pink highlight indicates that there is an instruction for that specific transaction. *See* figure below. 

6. To remove billing instruction, just select a transaction in the list then click on the **Remove** button.
7. Click on **Save** button.

Did you know that…..?

Billing Instructions are special instructions telling the system where to post a certain transaction and as to how much it will post in a guest sub-folio.

? How to Add/Remove Recurring Charges

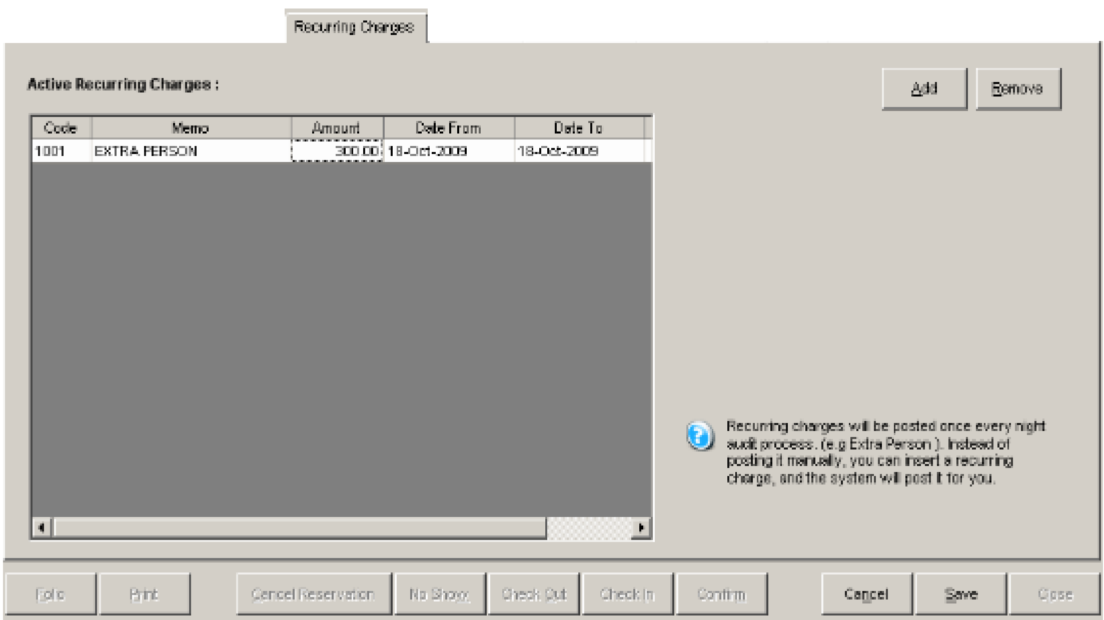


Figure 45

1. In the Reservation screen, Select the **Recurring Charges** tab. Click on the **Add** button. **Transaction Codes List** window will appear.
2. Select transaction by clicking row in the list, and then click **Select** button.
3. Click on the **Close** button.
   Selected transactions are shown in the recurring charges grid.
4. Enter amount of charge transaction and date range to post transaction.
   From the list of transactions, click a transaction you want to remove.
5. To remove a recurring charge, just select a transaction in the list then click on the **Remove** button.
6. Click on **Save** button.

Did you know that.....?

Recurring charges are those charges that are included in the guest's folio and occur at a specified date range. If for example you manually insert a transaction everyday for extra person, recurring charges can do this for you. Just insert a charge here with a specified date range, and the system will do the posting for you.

? How to Add/Remove Hotel Promos

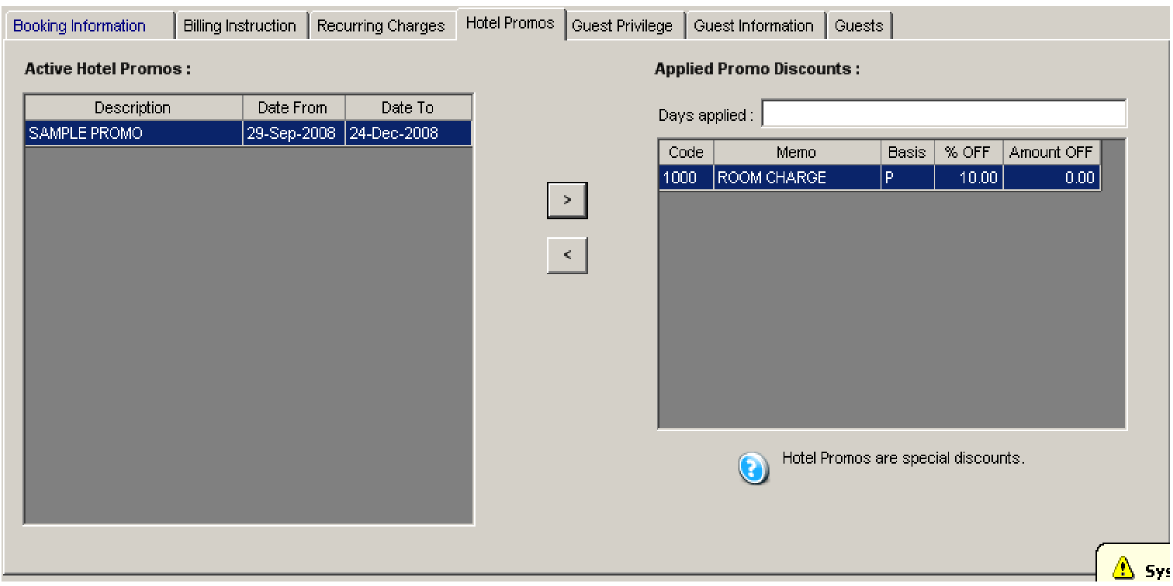


Figure 46

1. Select the **Hotel Promos** tab. **Active Hotel Promos** will appear at the left side of the screen.

If already applied, discount details will show at the right side.

2. Select a promo from the list of active hotel promos, and then click on the less than symbol (>) to add its discount details.
3. To remove a promo, select the discount details then click on the greater than symbol (<).
4. Click on **Save** button.

Did you know that.....?

- Hotel Promos are special discounts of the hotel given to guests in a specified date range.
- Active Promos will only show up to guest folio when occupancy date is within a promo period.
- Only one promo is applicable to a folio. If for example a guest has privileges and they have the same transaction discounts with the hotel promo, the higher discount rate will prevail.

? How to Add / Remove Guest Privilege

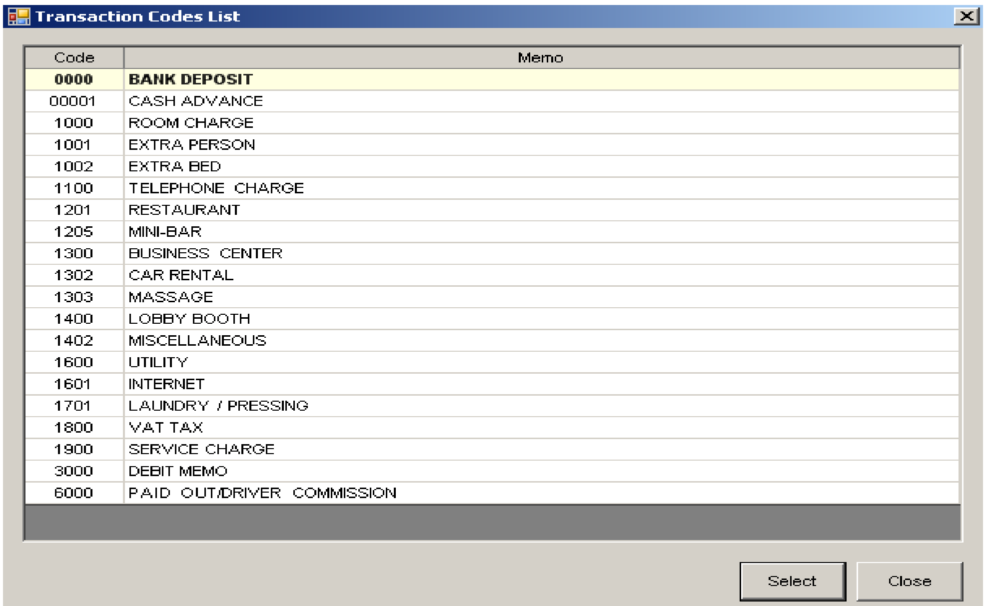


Figure 47-a

Did you know that…..?

Folio Privileges are discounts (Percentage or Amount) given to a guest/company. This will be applied upon posting of transactions.

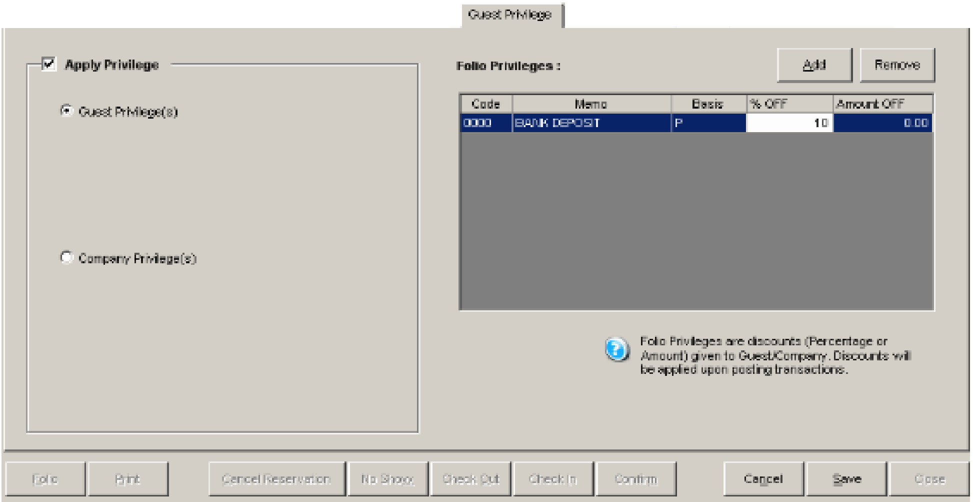


Figure 47

1. Select the **Guest Privilege** tab.
2. If guest has a privilege on its account, check the **Apply Privilege** check-box.
3. Click on **Guest Privilege** radio button for individual type of guest. System will automatically display the guest's privileges in the list of privileges.
4. Click on **Company Privilege** radio button for individual guest associated with company. System will automatically display the company's privileges.
5. To manually add a privilege, just click on the **Add** button. A window with a list of transactions will display. See figure 47-a. Select a transaction that will be discounted.
6. Once you're done, close the window. Folio Privileges list will now display all those selected transactions. Enter details of the privilege such as basis of discount – P for percentage and A for amount, and the value or amount. If percentage is selected, it should not be greater than 100.
7. To remove a privilege, just select the privilege to be removed from the list then click on the Remove button.
8. Click on **Save** button.

? How to Add Guest Information

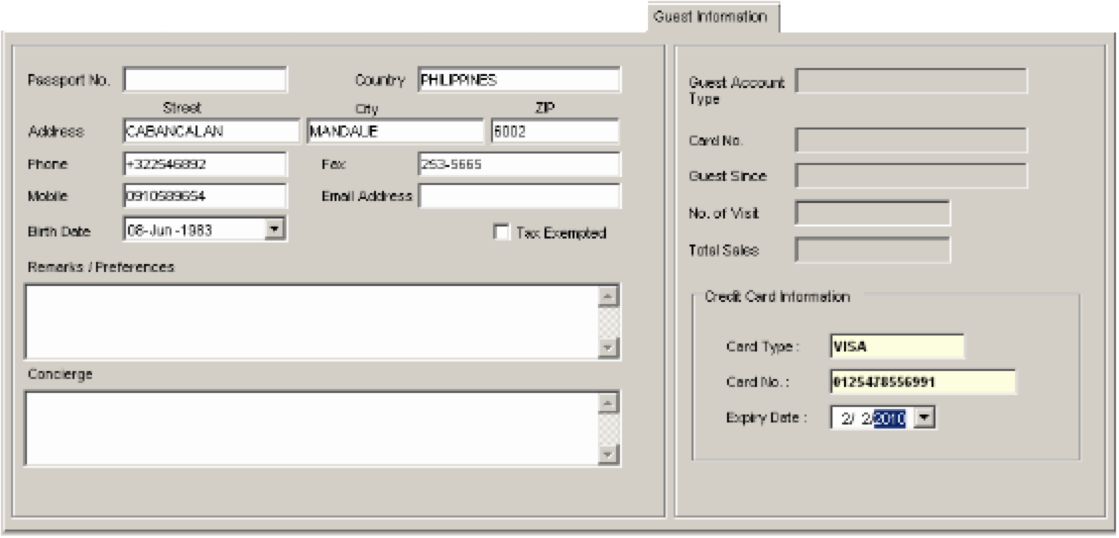


Figure 48

1. Select **Guest Information** tab. It will display all the information of the guest (e.g. Credit Card info, address, mobile number etc.).
2. Enter any details of the guest.
3. Click on **Save** button.

Did you know that.....?

If you supply Credit Card Information of the guest, this will be automatically shown in the Credit Card information of a guest's folio once the guest pays via Credit Card.

? How to Add/Remove Joiners

1. Select the **Joiners** tab, and click on the **Add** button. The Individual Account Screen will appear. See Figure 49-a.
2. Click on **Select** button if guest is found on the list at the left side of the screen. Click on the **New** button, and enter its information on the screen (e.g. Lastname, Firstname, Gender, Citizenship etc.). Then, click on **Save** button.
3. A confirmation box will prompt you asking if you would like to add another guest. Pressing **No**, the system will return to the joiners tab, and it will show newly added guest. Pressing **Yes**, you will select

another guest.

4. Selected guest are now listed in the list of guests. *See* figure 49. Number of adult pax will change to the total number of guests including the master guest account.
5. To remove joiner of a guest, simply select joiner from the list then click on the **Remove** button.
6. Click on **Save** button.

4. Check-In through Reservation

There are three ways to check in reservation. Follow the steps below to check in reserved guest by clicking room from the Room Status window or from the Menu Bar.

? Check-In using the Guest List

Location: Transaction > Frontdesk > Guests List

1. In the **Guest List** screen, select **Confirmed** on the **Status** drop down list.
2. Select a reservation to be checked-in by clicking row in the list under Confirmed status, and then click the **Check-In** button.
   Note: Only today's reservation status will be check-in.
3. Click on **YES** button when prompted if you are sure you want to check-in the selected reservation.
   *Click the **OK** button when prompted signifying the transaction was successful. The reservation you checked-in will be transferred under Checked-in Status since Guest's status is now checked-in. Also, notice the guest reservation room status color will changed from blue to sky blue indicating that the guest is now checked-in.*
4. Click on **NO** button to cancel the action.

? Check-In by viewing the Folio

1. Select a reservation from **Guest List** under **Confirmed** status.
2. Double-click to view guest's Reservation screen, and click **Check-In** button.
3. Click on **YES** button when prompted if you are sure you want to check-in the selected reservation.

Guest's status is now checked-in.

4. Click on **NO** button to cancel the action.

? Check-In using the Room Status

1. In the **Room Status** window, rooms that are reserved are highlighted in blue.
2. Select the reserved room then right click on it, and click **View Reservation Info** from the options enumerated.

   *Guest's Reservation screen will appear. If guest's status is Tentative, click "**Confirm**" button to enable Check-In button. Remember, only Confirmed status will be check-in.*
3. Click on the **Check In** button.

   Status of the folio will now be Checked-In.

5. Group Reservation – creates new Group Reservation.

Location: Transactions -> Frontdesk -> Group Reservation (F7)

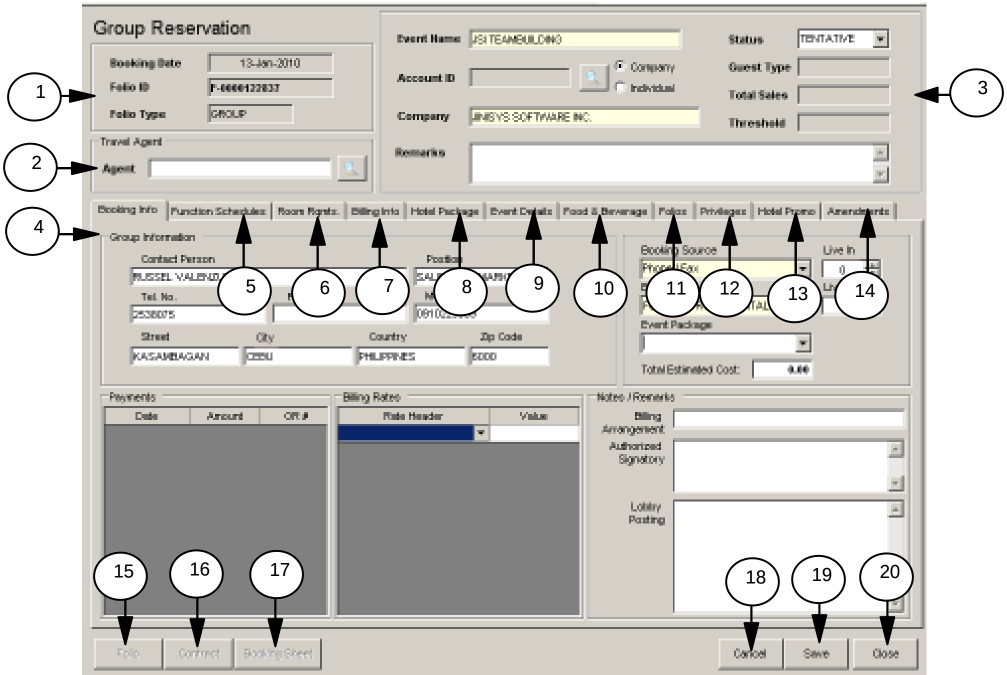


Figure 55

1. Account Information – displays booking date, Folio ID and its type.
2. Travel Agent text box – displays travel agency.

3. Reservation Information – displays event name, account id, remarks, status etc.
4. Booking Info tab – displays contact information, booking source, event type, payments, billing rates, and notes/remarks.
5. Function sched. Tab – displays booking schedules.
6. Room Rqts tab – displays blocked rooms that are required by the group if it has any.
7. Billing info tab – displays billing instructions.
8. Hotel Package tab – displays active packages of the hotel.
9. Event Details tab – displays requirements and other details of the event.
10. Food and Beverage tab – displays food requirements on the event.
11. Folios tab – displays children folios of the group reservation.
12. Privileges tab – displays applied privileges of the group reservation.
13. Hotel Promo tab – displays active promos being applied to the group reservation.
14. Amendments tab – displays list of amendments regarding reservation details.
15. Folio button – displays guest folio window.
16. Contract button – displays contract information regarding the reservation.
17. Booking Sheet button – displays the reservation requirements by department.
18. Cancel button – discards reservation entry changes.
19. Save button – saves reservation entry changes or new entry.
20. Close button – closes reservation window.

? How to Make Group Reservation

1. Click the “**New Reservation**” button on Group Reservations List screen.
   Group Reservation screen will display.
2. Enter Event Name. Do not include apostrophe to avoid error.
3. Select folio type (Company/Individual) radio button, and type the name on the text box provided.
4. Enter remarks if necessary.
5. To add booking information:

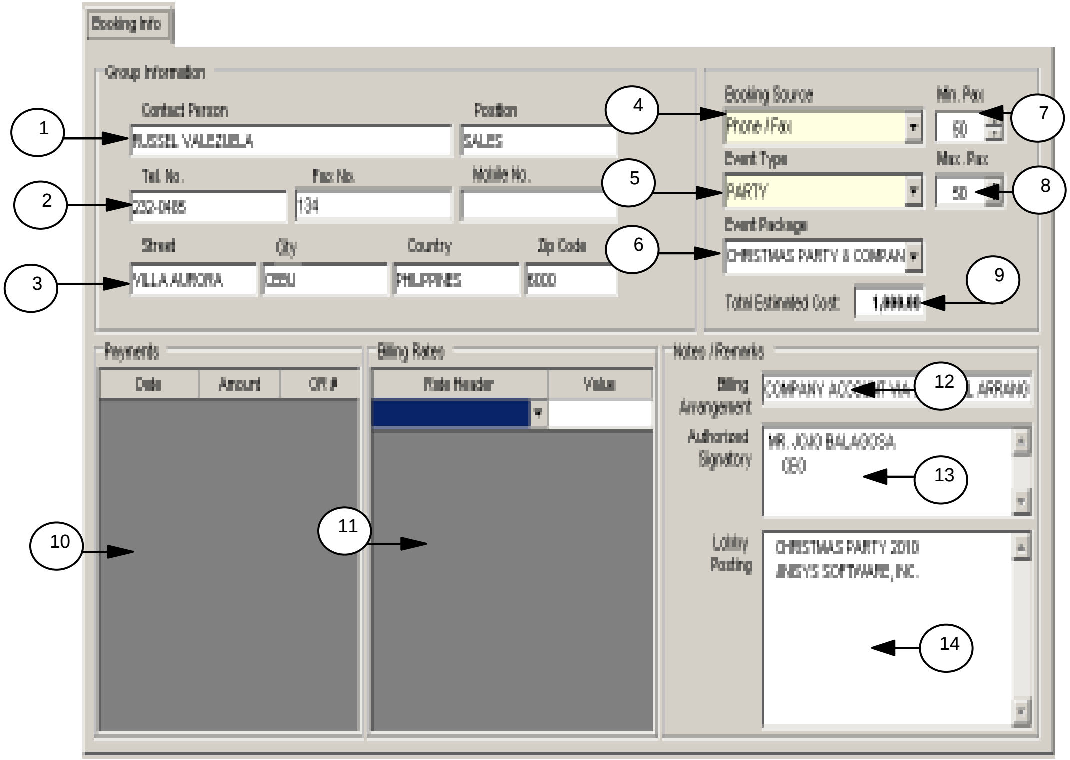


Figure 55-a

1. Contact Person – displays name and position of contact person.
2. Contact Numbers – displays telephone, fax and mobile number of contact person.
3. Address – displays address of contact person (street, city, country and zip code).
4. Booking Source – displays source of reservation.
5. Event Type – displays event type of reservation.
6. Event Package – displays event package of reservation.
7. Min. Pax – displays minimum pax of the event.
8. Max. Pax – displays maximum pax of the event.
9. Total Estimated Cost – displays estimated total cost from overall billing. Actual total cost at time of transactions may be different.
10. Payments group box – displays all payments transaction.
11. Billing Rates group box – displays rate header & value to be applied in child folios and food & beverage requirements.
12. Billing Arrangement – displays billing instruction upon where to address the payment.
13. Authorized Signatory – displays authorized person of the reservation.

14. Lobby Posting – displays messages to be posted on the lobby.

? How to Add Booking Information

1. Select **Booking info** tab.
2. In the Group Information group box, enter necessary contact details.
   Contact details are optional but it helps user to confirm reservation through the information given.
3. Select booking source and event type.
   These are required fields, and must not leave blank.
4. Select event package from the drop down list if necessary. After selection, the Live In & Out field are set to a value depending on the package selected. Event Package will also appear on the Hotel Package. For more details about Hotel Package, see "How to Add/Remove Hotel Package on Group Reservation".
5. Enter the details under Notes/Remarks group box if necessary.
   The Details here will be used for a contract copy.
6. Enter header rate and its value on the appropriate fields if necessary. Just select rate header in the list, and enter its value or amount on the next column.
   If Occupancy header rate, child folio with "applied" rate type will apply the value as room accommodation charge.

   For Any Occupancy header rate: If the child folio rate type is "applied", the value in the header rate is the amount to be used on room accommodation charge.

   For Any Live-In Live-Out header rate: If selected rate header corresponds to the meal type (e.g. AM Snacks Live In), the value in the rate will be used for computation of the total amount regardless of menu selection

   Notes: Any Occupancy header rate will be applied to child folios having "applied" rate types. For Live-In Live-Out header rate, this will .

Notes: Occupancy header rate will be ap to child folios having “applied” rate types, and Live-in Live-out header rate is for Food & Beverage requirements of group reservation.

7. Once done, click **Save** button.

6. To add function schedules:

? How to Add / Remove Function Schedules

1. Select **Function Schedules** tab.
2. Click **Add Schedule** button.
   Note: User can add multiple schedules.
3. Select room number, from-to date, start-end time, rate type, amount, etc.
4. To remove schedule, select schedule to be removed, and click Remove button.
5. Once done, click **Save** button.

7. To add room requirements:

? How to Block Rooms as Room Requirements

1. Click **Edit Info** button.
2. Select dates **From-To** calendar box.
3. Input No. of Rooms and/or Pax on the grid to what type of room. Hit Enter key on the keyboard. System will highlights the row with red color telling the user the rooms to blocked.
4. Click **Save** button.
5. Block rooms manually or automatically:

? How to block rooms manually

1. Click the row highlighted in red color to let calendar wizard filters the rooms according to its type.
2. Click **Block Rooms** button, Calendar wizard will show up. Then, select rooms base on its requirements.
3. Close the **calendar wizard** window. The blocked rooms will be displayed under **Blocked Rooms** group box.

? How to block rooms automatically

1. Click **Auto-Block Rooms** button. Group blocking window will show.
2. Select From and To date, and click **Show Vacant** button. Sum of vacant rooms with its type will display on the grid.

6. Click **Block** button. A confirmation box will prompt you that blocking is successful, and click **Ok** button. System will return to Group Blocking window. If you will block additional rooms, just click a row and enter number of rooms.
7. Once done, click **close** button. The blocked rooms will be displayed under Blocked Room group box.

? How to Add/Remove Billing Information

1. Select the **Billing Information** tab. It will display all the transaction codes.
2. To add billing instructions, select a transaction from the list of transactions under Transaction Codes. On the right side of the screen, it shows the sub-folios with their corresponding charges.
3. Select the basis of transferring the amount – Percentage or Amount.
4. Input the value to be transferred for each of the sub-folio. If percentage is selected, total percentage of all sub-folios should be 100%.
5. Once done, click on the **Add** button. A transaction with pink highlight indicates that there is an instruction for that specific transaction. See figure below.

6. To remove billing instruction, just select a transaction then click on the **Remove** button.
7. Once done, click **Save** button.

Did you know that.....?

Billing Informations are special instructions telling the system where to post a certain transaction and as to how much it will post in a guest sub-folio.

? How to Add Hotel Package

1. Select **Hotel Package** tab. It will display all the transaction codes.
2. To add package, select a transaction from the list of transactions under Transaction Codes.
3. Click arrow pointing to right. To remove, click arrow point to left.
4. Once done, click **Save** button.

? How to Add Event Details

1. Select **Event Details** tab.
2. Select requirement type from **Requirement Type** drop down box. It will display detailed requirement.
3. Check the boxes of your choice, and click arrow pointing to right. To remove, click detailed requirement or the requirement type on the left corner, and click arrow-left.
4. Once done, click **Save** button.

? How to Add Food & Beverage for the event

1. Select **Food & Beverage** tab.
2. Select date from Meal Dates. If date not found, click **Add Date** button.
3. Click **New Meal** button, and select meal type on the Meal Type drop down box.
4. Fill-in ready and deliver time, no. of pax (live-in and/or live out), amount, venue, etc.
5. Select menu on the **Available Menus** drop down box, and click an item on the list.
6. Click **Add Menu** button to add the item. To remove item, click **Remove Menu** button.
7. Click **Save** Meals button. System will show meal type under the date. Click from it to show its meal details.
8. Once done, click **Save** button.

? How to Add Reservation Information on child folios

1. Select **Folios** tab. It will display blocked rooms detail from Room Rqts.

2. Double-click a row on the grid to select a room. A reservation screen will display.
3. Input any details of the reservation. You may update its booking information except for the room number.
4. Click **Save** button on the Reservation screen. The System will return to the group reservation screen. It will show a light blue color of row that indicates newly added folio information.
   Note: For multiple block rooms, repeat step 2 to 4.
5. Once done, click **Save** button.

? How to Add/Remove Privileges

1. Select **Group Privileges** tab, and click on the Add button.
2. A window containing list of privileges will appear. Select a privilege from the list, and click on the Select button. Once done, click the **Close** button.
3. Input amount on % OFF column if its percentage basis or on Amount OFF column if its an amount.
   Note: To remove a privilege, click **Remove** button.
4. Once done, click **Save** button.

? How to Apply Hotel Promos

1. Select **Hotel Promo** tab. **Active Hotel Promos** will be shown.
2. Select from the list, and click arrow-right.
   Note: To remove, click arrow-left.
3. Once done, click **Save** button.

? How to Add Amendments

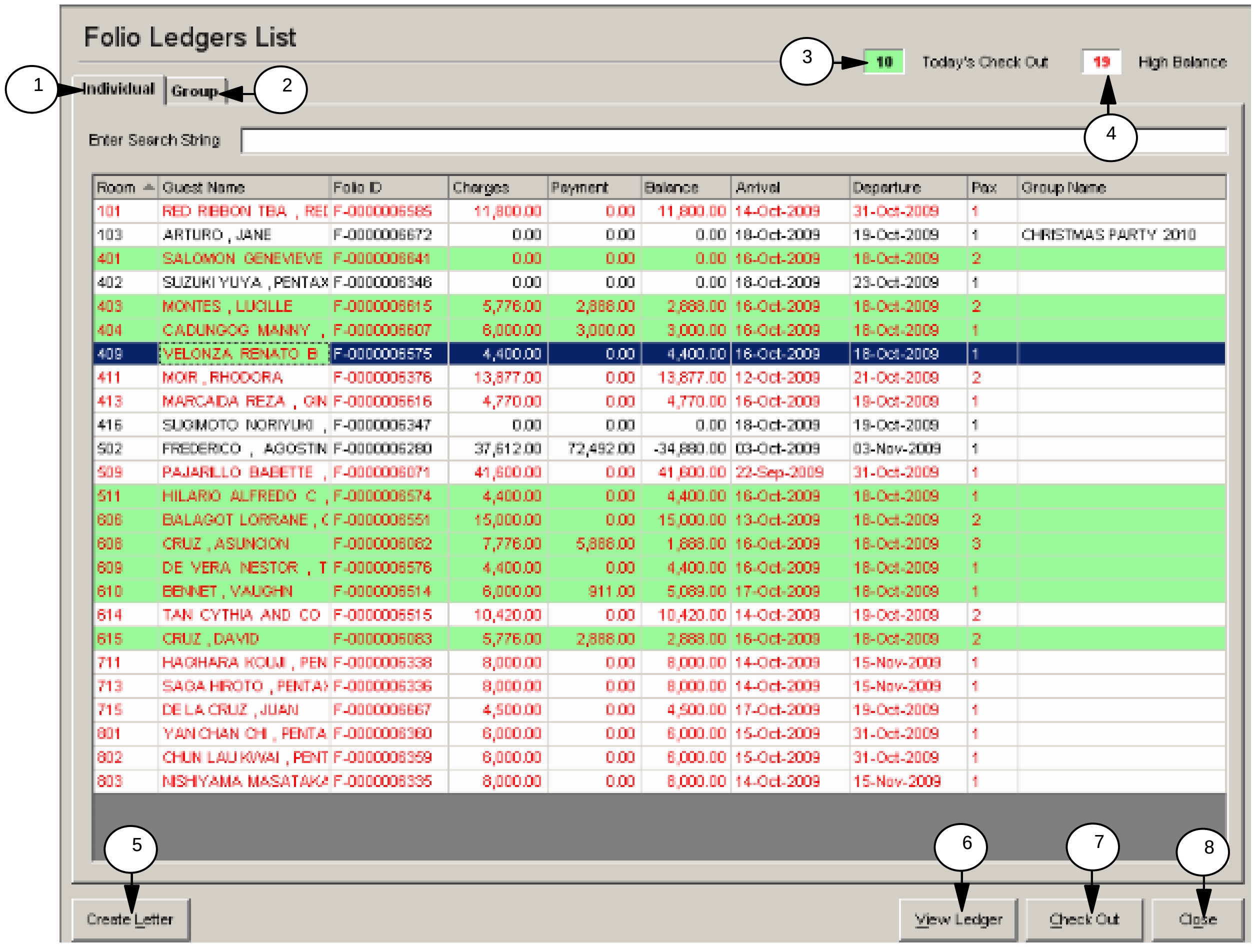
1. Select **Amendments** tab, and click **New** button.
2. Enter Amendment details.
3. Once done, click **Save** button. Newly added amendment will be shown on the list of amendments at the left corner.
   Note: To print amendment, click **Print Amendments** button.

? How to Remove Amendments

1. Select **Amendments** tab. List of amendments will be shown.

2. Select amendment on the list, and press **DELETE** button on the keyboard. A confirmation box will prompt. Click **Yes** to proceed.
3. Once done, click **Save** button.

6. **Folio Ledger List** – displays summary of charges of all Checked-In Individual/Group.
Location: Transactions -> Cashiering -> Folio Ledgers (F11)



Room	Guest Name	Folio ID	Charges	Payment	Balance	Arrival	Departure	Pax	Group Name
101	RED RIBBON TBA , REI	F-0000006585	11,800.00	0.00	11,800.00	14-Oct-2009	31-Oct-2009	1	
103	ARTURO , JANE	F-0000006672	0.00	0.00	0.00	18-Oct-2009	19-Oct-2009	1	CHRISTMAS PARTY 2010
401	SALOMON GENEVIEVE	F-0000006641	0.00	0.00	0.00	16-Oct-2009	18-Oct-2009	2	
402	SUZUKI YUYA , PENTAX	F-0000006346	0.00	0.00	0.00	18-Oct-2009	23-Oct-2009	1	
403	MONTES , LUCILLE	F-0000006615	5,776.00	2,888.00	2,888.00	16-Oct-2009	18-Oct-2009	2	
404	CADUNGOG MANNY ,	F-0000006607	6,000.00	3,000.00	3,000.00	16-Oct-2009	18-Oct-2009	1	
409	VELONZA RENATO B	F-0000006575	4,400.00	0.00	4,400.00	16-Oct-2009	18-Oct-2009	1	
411	MOIR , RHODORA	F-0000006376	13,877.00	0.00	13,877.00	12-Oct-2009	21-Oct-2009	2	
413	MARCAIDA REZA , GIN	F-0000006616	4,770.00	0.00	4,770.00	16-Oct-2009	19-Oct-2009	1	
416	SUGIMOTO NORIYUKI ,	F-0000006347	0.00	0.00	0.00	18-Oct-2009	19-Oct-2009	1	
502	FREDERICO , AGOSTIN	F-0000006280	37,612.00	72,492.00	-34,880.00	03-Oct-2009	03-Nov-2009	1	
509	PAJARILLO BABETTE ,	F-0000006071	41,600.00	0.00	41,600.00	22-Sep-2009	31-Oct-2009	1	
511	HILARIO ALFREDO C ,	F-0000006574	4,400.00	0.00	4,400.00	16-Oct-2009	18-Oct-2009	1	
606	BALAGOT LORRANE , (	F-0000006551	15,000.00	0.00	15,000.00	13-Oct-2009	18-Oct-2009	2	
608	CRUZ , ASUNCION	F-0000006062	7,776.00	5,888.00	1,888.00	16-Oct-2009	18-Oct-2009	3	
609	DE VERA NESTOR , T	F-0000006576	4,400.00	0.00	4,400.00	16-Oct-2009	18-Oct-2009	1	
610	BENNET , VAUGHN	F-0000006514	6,000.00	911.00	5,089.00	17-Oct-2009	18-Oct-2009	1	
614	TAN CYTHIA AND CO	F-0000006515	10,420.00	0.00	10,420.00	14-Oct-2009	19-Oct-2009	2	
615	CRUZ , DAVID	F-0000006083	5,776.00	2,888.00	2,888.00	16-Oct-2009	18-Oct-2009	2	
711	HAGIHARA KOUJI , PEN	F-0000006338	8,000.00	0.00	8,000.00	14-Oct-2009	15-Nov-2009	1	
713	SAGA HIROTO , PENTA)	F-0000006336	8,000.00	0.00	8,000.00	14-Oct-2009	15-Nov-2009	1	
715	DE LA CRUZ , JUAN	F-0000006667	4,500.00	0.00	4,500.00	17-Oct-2009	19-Oct-2009	1	
801	YAN CHAN CHI , PENTA	F-0000006360	6,000.00	0.00	6,000.00	15-Oct-2009	31-Oct-2009	1	
802	CHUN LAU KWAI , PENT	F-0000006359	6,000.00	0.00	6,000.00	15-Oct-2009	31-Oct-2009	1	
803	NISHIYAMA MASATAKA	F-0000006335	8,000.00	0.00	8,000.00	14-Oct-2009	15-Nov-2009	1	

Figure 49

1. Individual tab – displays a list of Individual Guest Accounts that are checked-in.
2. Group tab – displays a list of Group Accounts that are checked-in.
3. Check-Out box – displays the total number of guests that are expected to check-out.
4. High Balance box – displays the total number of guests that have reached the maximum threshold.
5. Create Letter button – creates a letter for high balanced guests.
6. View Ledger button – displays the individual Folio Ledger of a selected Guest

Account.

7. Check Out button – displays the window for checking out a guest.
8. Close button – closes the Folio Ledger List window.

Did you know that.....?

- Yellow-Green colored row indicates expected checked-out guests while red-color for high balance guests.
- To view guest's folio, click on the "View Ledger" button of selected guest.
- To view guest's check-out window, click on the "Check-Out" button of selected guest

7. Folio Ledger – displays all transactions of a specified folio.

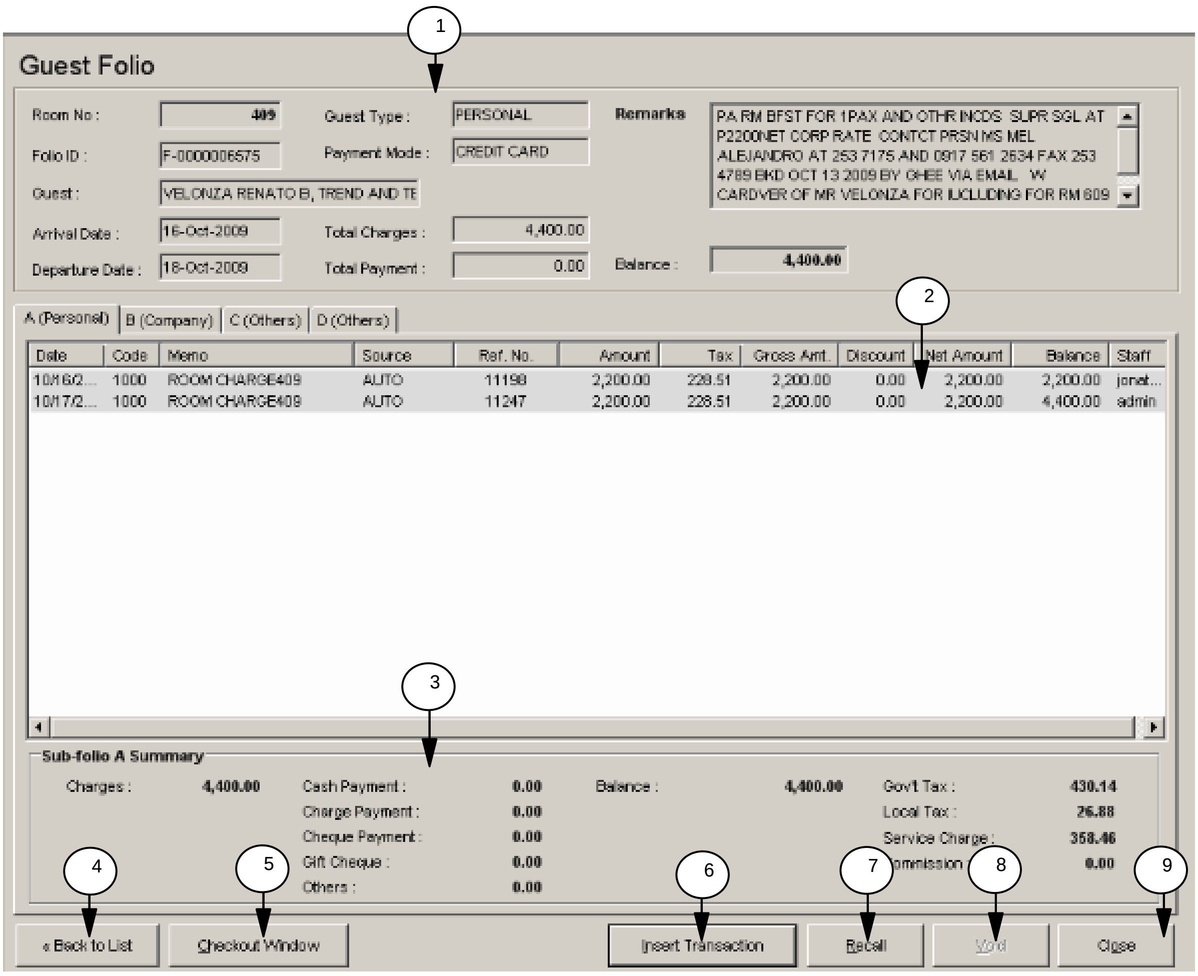


Figure 50

1. Folio Information box – displays the details of the folio including the total charges, payments and balances of all sub-folios.
2. Sub-Folios tab – displays all transactions (charges, payments) of a particular sub-folio.
3. Sub-Folio Summary tab – displays the total charges, payments and other transaction break-downs of a selected sub-folio.
4. Back to List button – closes the Folio Ledger window and goes back to the Folio Ledgers List window.
5. Checkout Window button – closes the Folio Ledger window and displays the window for Check-Outs.
6. Insert Transaction button – opens the window for inserting transactions like payments and charges.
7. Recall button – opens the window for voided transactions.
8. Void button – voids a selected transaction.
9. Close button – closes the Folio Ledger button.

? How to INSERT Transaction (Charges / Payments)

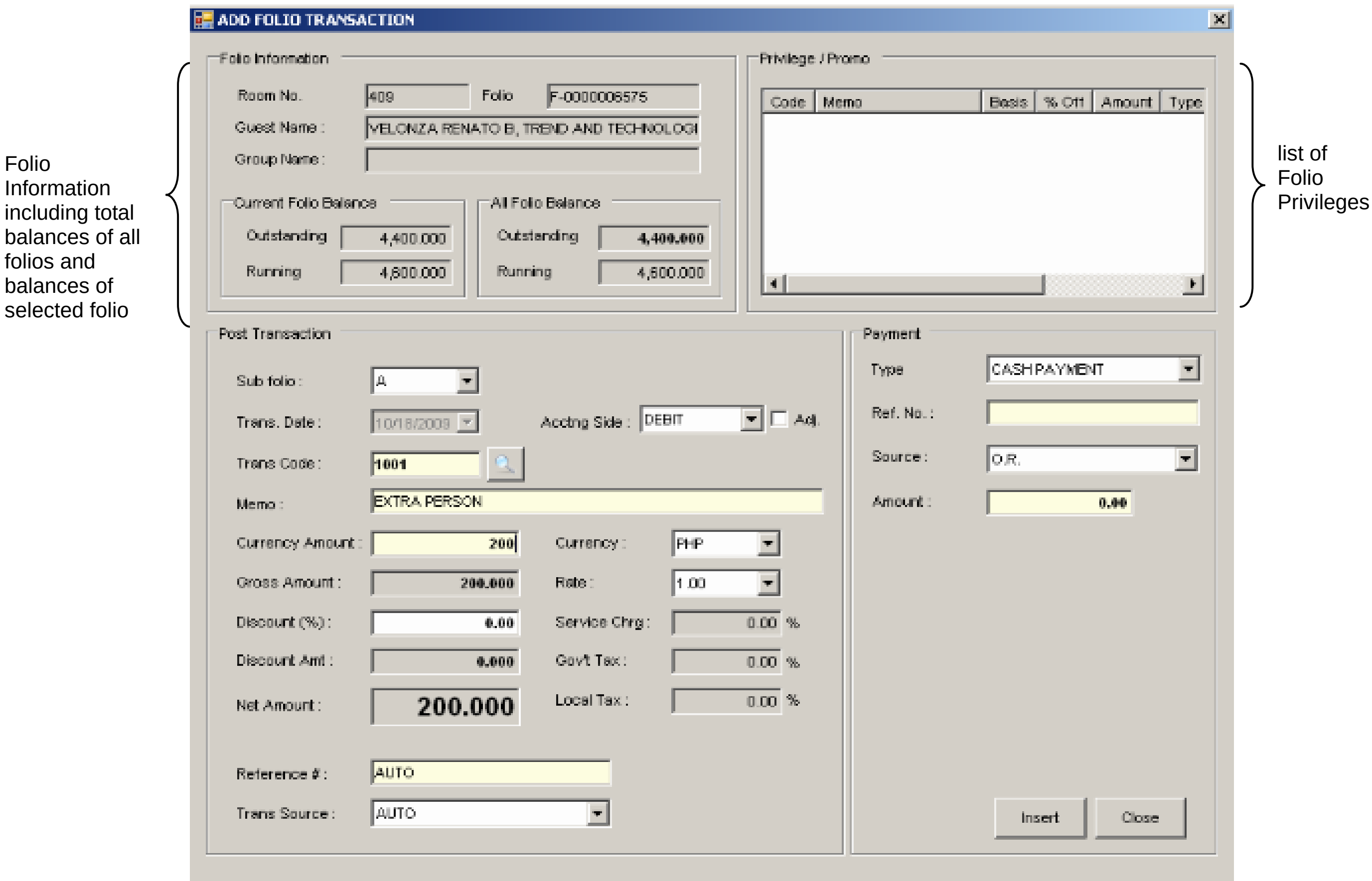


Figure 54

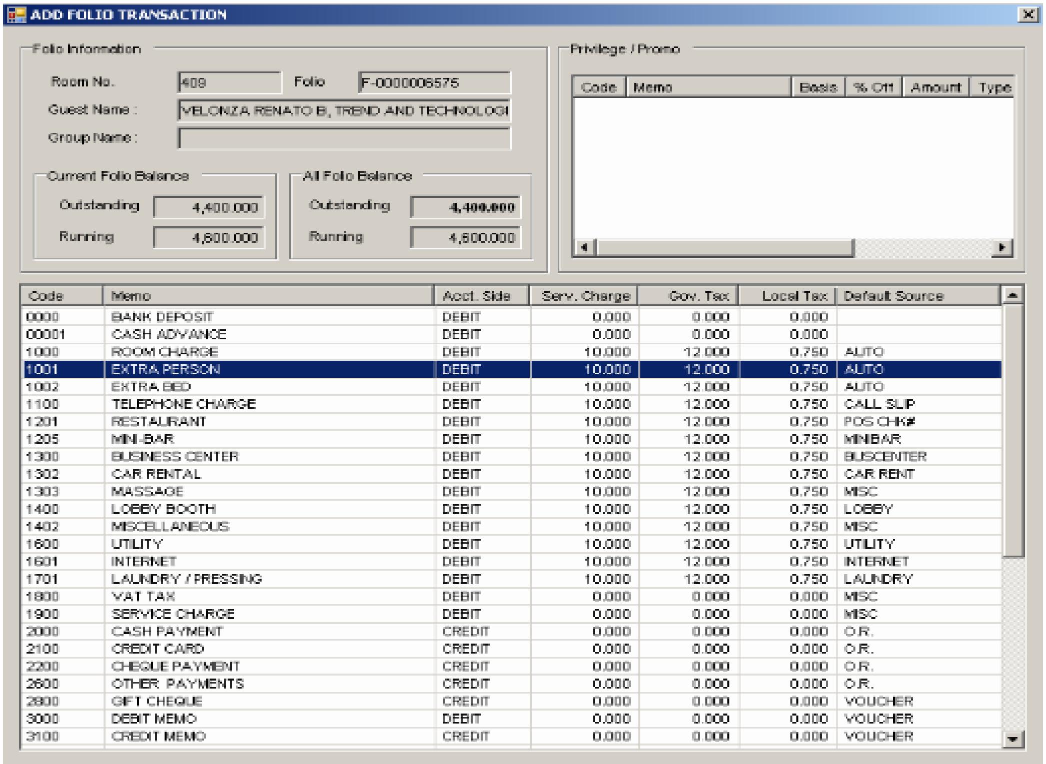


Figure 54-a

1. Click on the **Insert Transaction** button.

   Add Folio Transaction window will appear.

2. Enter transaction automatically or manually:

   ? How to enter transaction automatically

   1. Type code number of a transaction on the **Trans. Code** text box, and hit Enter key on the keyboard.

   ? How to enter transaction manually

   1. Click on the browse button .

      List of transactions will display. See figure 54-a.

   2. Double-click transaction from the list.

3. Enter currency amount, reference number, etc.
4. If transaction is a charge transaction and guest pays at once, input payment details in the payment area.
5. Click on the **Insert** button.

   Transaction will now be displayed on the specified sub-folio's list of transactions.

? How to Void Transactions

Figure 51

1. Select transaction by clicking row in the list of "**Guest Folio**" screen.
2. Click on "**YES**" button when prompted if you are sure you want to void selected transaction.

   *Log-in window will appear restricting user to void transaction. Only supervisor or any executive personnel will be given a privilege to allow voiding. From then, Enter username and password then click "**OK**" button. Transaction will be removed from the list and its status will be changed to void.*
3. Click on "**NO**" button to discard the action.

? How to Recall Voided Transactions

Location: Guest Folio screen

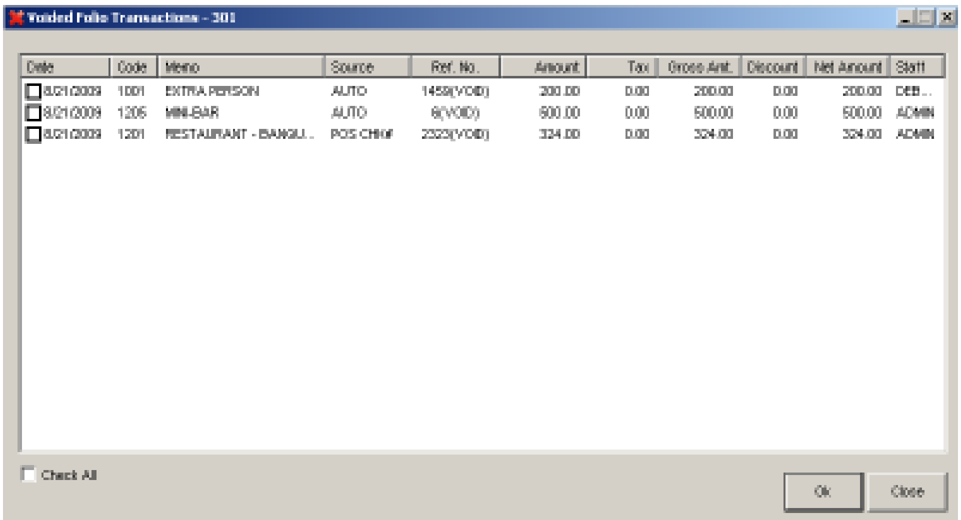


Figure 52

1. Click on the “**Recall**” button.

   The Voided Folio Transactions window will be shown. This will display all void transactions.

2. Check the box of selected transaction that you want to recall.
3. Click the “**OK**” button.

   Transaction selected will now be shown in the list of transactions in Guest Folio.

? How to Transfer Debit/Credit

Location: Check Out window

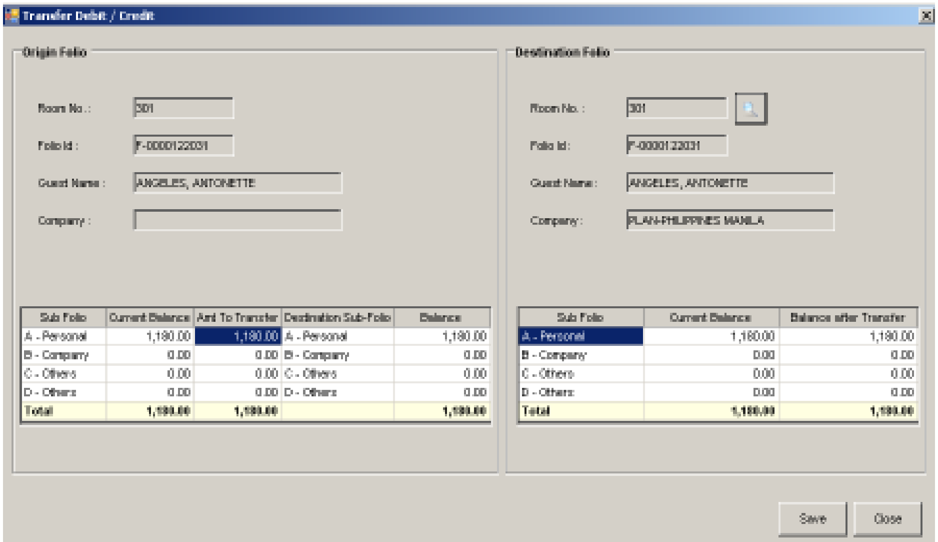


Figure 54

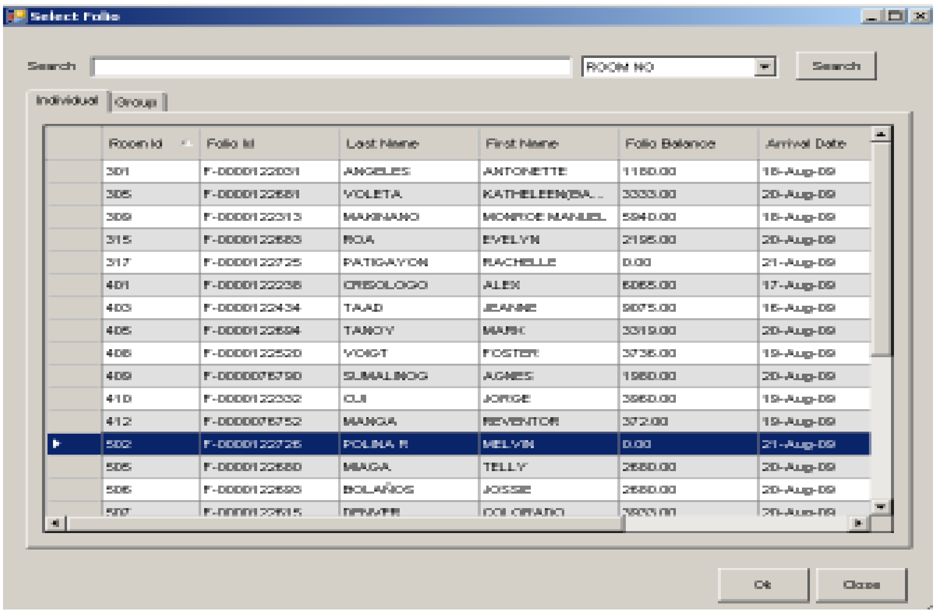


Figure 54-a

1. Click on the “**Transfer Debit/Credit**” button.
   Transfer Debit/Credit window will appear.
2. Click on the browse button from the Destination Folio group box.
   *List of all active folios will be shown. Click selected folio then click “**OK**" button. Selected folio will be served as the account where you want to transfer the amount.*
3. Enter the amount you want to transfer in the Amt. To Transfer column under Origin Folio. Then, select destination sub-folio on the next cell.
   This is where the amount being transferred will be posted.
4. Click on the “**Save**” button.
5. Click on “**YES**” button when prompted if you are sure you want to continue.
   *Click the **OK** button when prompted signifying the transaction was successful. System will return to check out window displaying the entry for folio transfer including the amount that you have just transferred. Also, the destination folio will be posted a folio transfer entry on it.*
6. Click on “**NO**” button to discard the action.

Did you know that.....?

Transactions highlighted on gray color are posted transactions that are made on previous days, and could not be void since it is already posted to accounting.

8. **Check Out Folio** – checks out a specified folio.

? How to view Check Out Window

1. In the **Room Status** window, right click on the room to be checked out then click “**Check Out**”.
2. In the Folio Information window, click on the “**Check Out**” button.
3. In the Guest List, click on the “**Check Out**” button.
4. In the Guest Folio, click on the **Checkout Window** button.

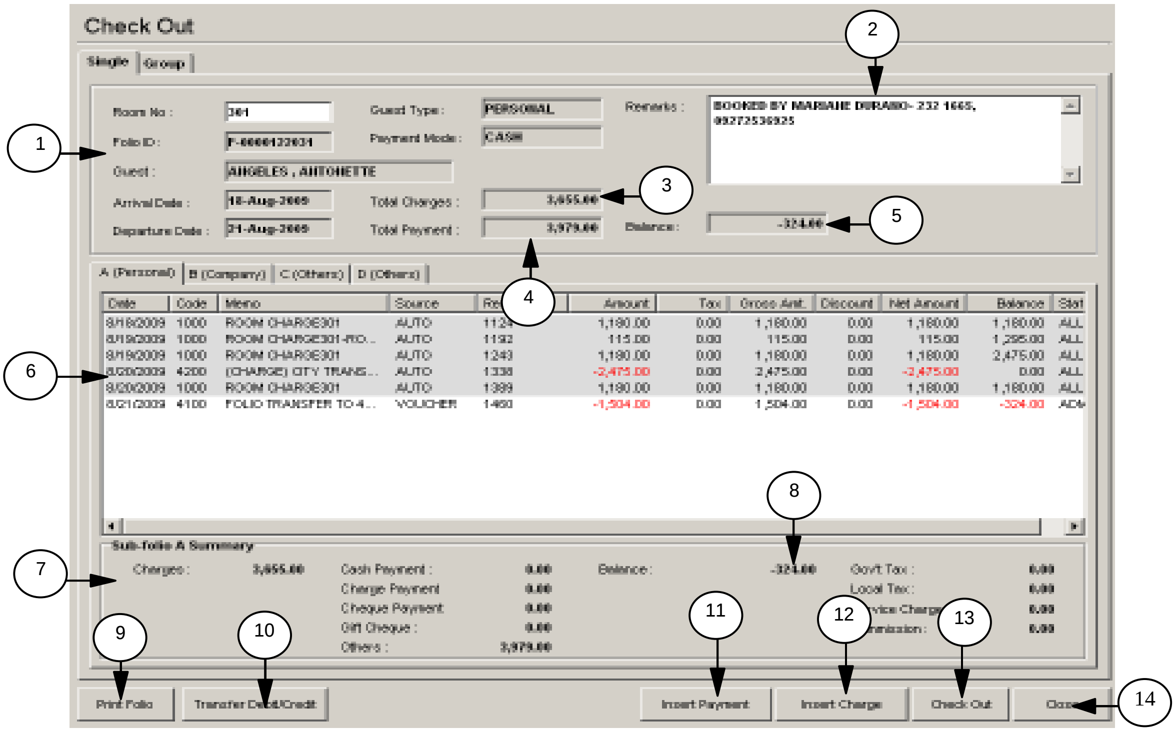


Figure 53

1. Folio Information box – displays the details of the folio including the total charges, payments and balances of all sub-folios.
2. Remarks field – displays remarks of guest folio upon making reservation.
3. Total Charges field – displays total charges of all sub-folios.
4. Total Payment field – displays total payments of all sub-folios.
5. Balance field – displays total balance of guest of all sub-folios. Negative sign denotes refundable account.
6. Sub-Folio Transaction Details box – displays all transactions (charges/payments) of a selected sub-folio.
7. Sub-Folio Summary box – displays total computations (payments, charges and other breakdowns) for a selected sub-folio.
8. Sub-folio Balance – displays total balance of selected sub-folio.
9. Print Folio button – print a report for all transactions of the folio.
10. Transfer Debit button – opens the Transfer Debit window that allows transferring of a transaction folio to another folio.
11. Insert Payment button – opens the Transaction window for payments and allows you to add payment transactions.
12. Insert Charge button – opens the Transaction window for charges and allows you to add charged transactions.
13. Check Out button – update the status of the folio to Check Out.
14. Close button – closes the Checkout window.

? How to Check Out Folio

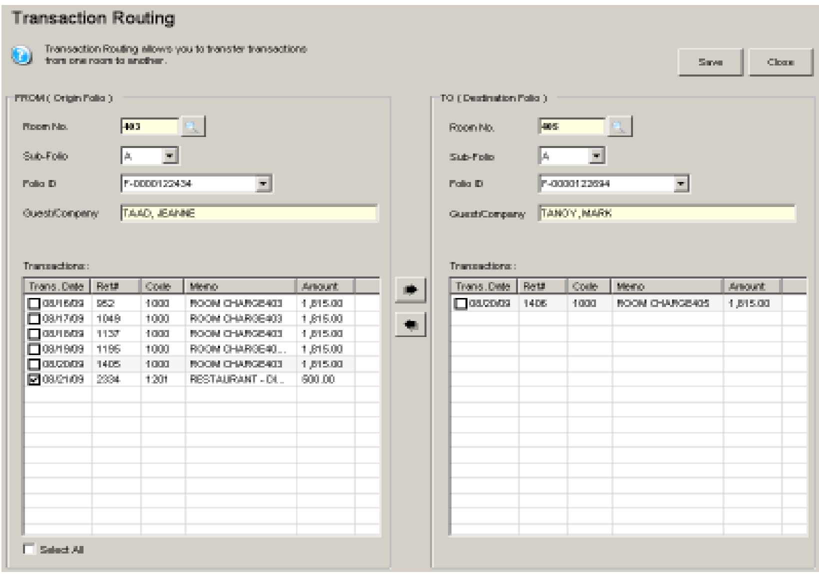
1. Click on the “**Check Out**” button.
2. If folio’s remaining balance is not zero, settle account first by inserting payments.
3. If folio’s remaining balance is zero, a message will prompt you that check out is successful. Guest’s folio will be printed afterwards.
4. Room status of the previously checked out folio will be updated to vacant dirty.

? How to Print Folio

1. Click on the “**Print**” button. System will generate printed folio of all transactions.

9. Routing Transaction - allows to route transaction from folio to folio or itself.

Location: Transactions -> Cashiering -> Route Transaction



Did you know that…..?

Transaction Routing is applied upon wrong posting of certain transaction, and needs to be transfer to another sub-folio itself and/or to another folio account.

Figure 55

? How to Route Transaction

1. In the **Origin Folio**, input room number on the Room No. text box, and hit enter key. Or, click browse button , and the List of active Folio will be

shown on the window (*see* figure 54-a).

2. In the **Destination Folio**, input room number on the Room No. text box, and hit enter key. Or, click browse button, and the List of active Folio will be shown on the window (*see* figure 54-a).
3. Under **Origin Folio**, select Sub-Folio drop down box to where the transaction to be routed found. From the Transaction grid, check the box for the desired transaction.
4. Under **Destination Folio**, select Sub-Folio drop down box to where the selected transaction from origin folio be posted.
5. Click the arrow pointing to the right. Selected transaction will be transferred to destination folio.
   Notes: The arrow pointing to the left will transfer transaction to the left folio also. Only today's transaction can be manipulate to be routed.
6. Once done, click **Save** button.

10. Direct Transaction Posting – allows to post transaction without a folio account.

Location: Transactions -> Cashiering -> Direct Transaction Posting

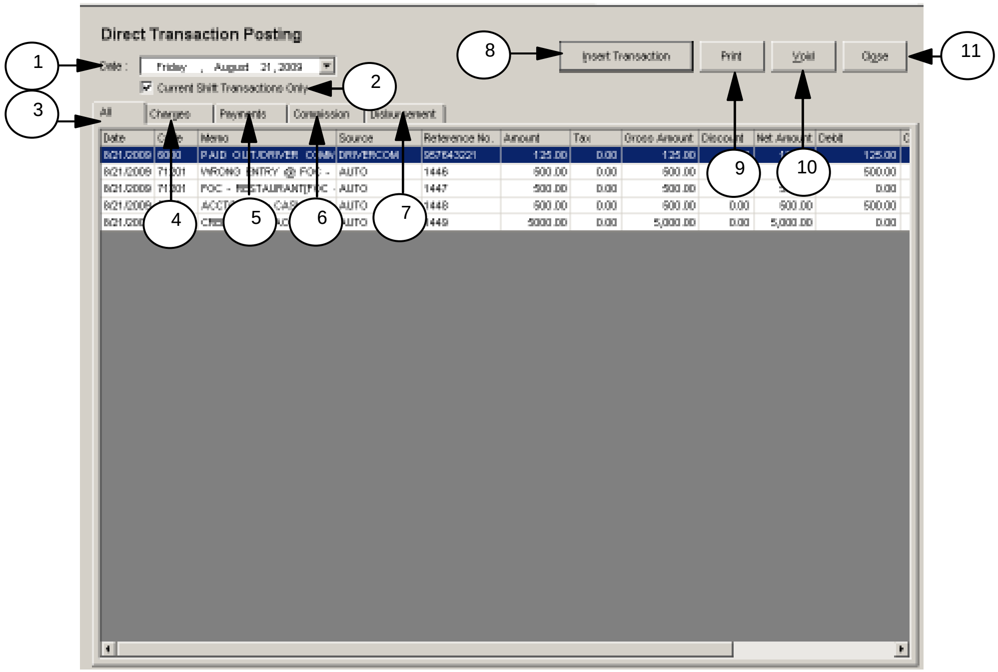


Figure 56

1. Calendar date – displays calendar for date selection.
2. Current Shift Transactions Only check-box – allows to display only current shift transactions.
3. All tab – displays all transactions.

4. Charges tab – displays list of charge transactions.
5. Payments tab – displays list of payments.
6. Commission tab – displays list of drivers commission.
7. Disbursement tab – displays all disbursements made.
8. Insert Transaction button – inserts any transaction.
9. Print button – prints transaction details.
10. Void button – voids any transaction.
11. Close button – closes Direct Transaction window.

? How to INSERT Direct Charge and Payment transaction

1. Select **charge** tab, and click **Insert Transaction** button. **Direct Transaction Post** window will be shown.
2. Enter Transaction code or click browse button to select certain transaction.
3. Enter currency amount, reference number, etc.
4. Insert payment details (e.g. Reference number and amount).
   Note: Amount must be equal to its currency amount.
5. Once done, click **Insert** button.
   Note: Newly inserted transaction will be posted at Charges and Payments tab.

? How to INSERT Commission

1. Select **commission** tab, and click **Insert Transaction** button. **Direct Transaction Post** window will be shown.
2. Enter Transaction code or click browse button. Transaction code must be **PAID OUT/DRIVER COMMISSION**.
3. Select **Commission** under sub-account.
4. Enter currency amount, reference number, etc.
5. In the **Driver Information** at the upper right corner, enter Driver Id or click browse button. A list of drivers will be shown at the screen. *See* figure 57-a.
6. Select driver thru double-click or click **OK** button. System will return to Direct Transaction Post window. *See* figure 57.
7. Once done, click **Insert.**
   Note: Newly inserted transaction will be posted at Commission tab.

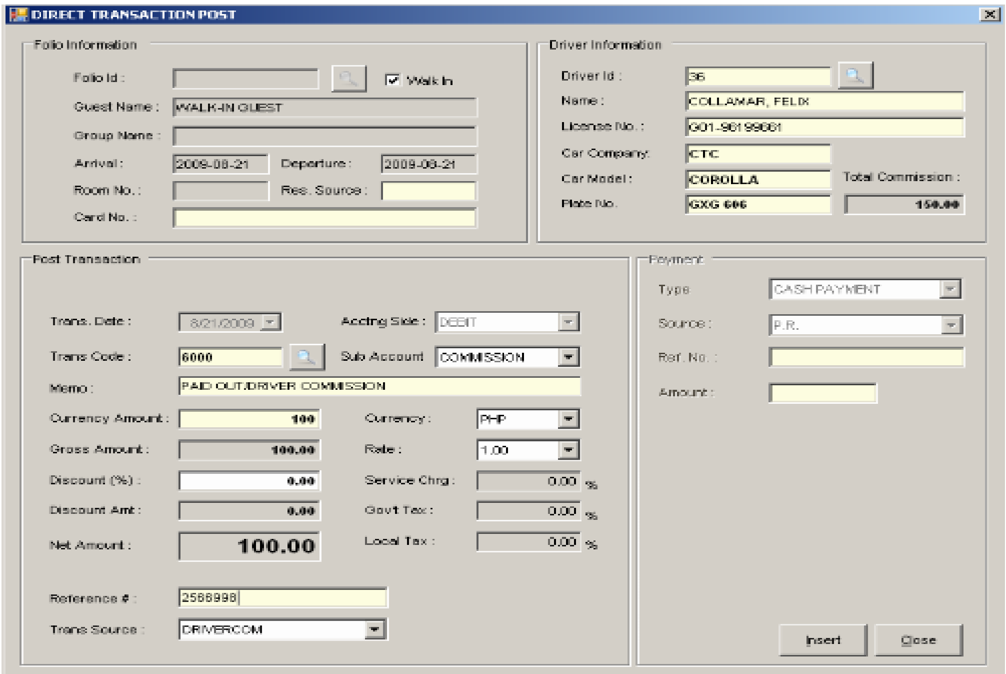
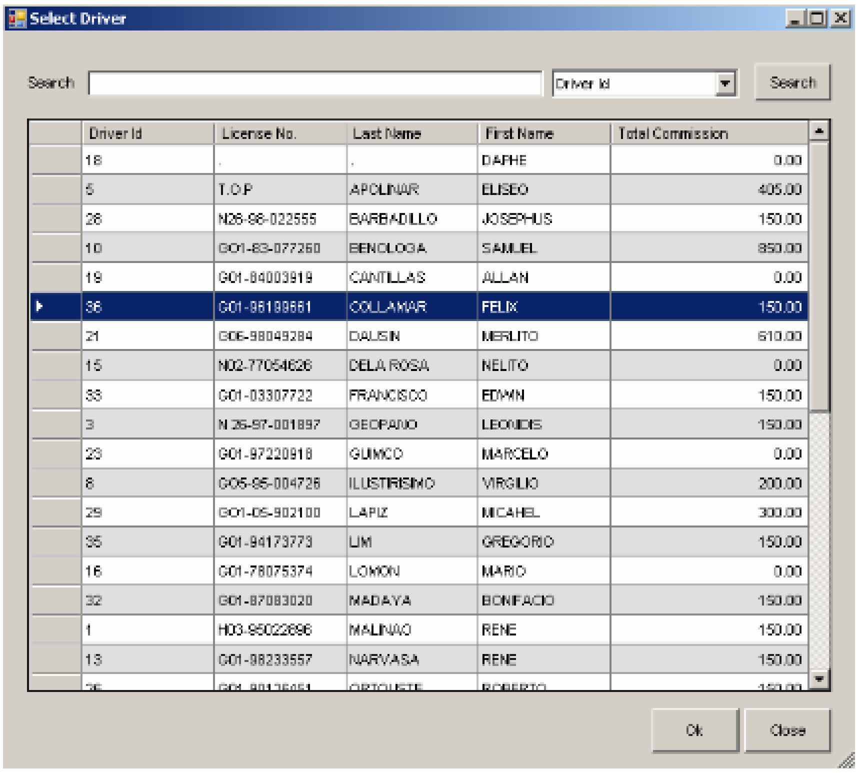


Figure 57



? How to INSERT Disbursement

1. Select **Disbursement** tab, and click **Insert Transaction** button. Direct Transaction Post window will be shown.
2. Enter Transaction code or click browse button. Transaction code

must be **PAID OUT/DRIVER COMMISSION**.

3. Select **Disbursement** under sub-account.
4. Enter currency amount, reference number, transaction source. *See* figure 58.

   Note: You may edit the memo statement into a detailed one.
5. Once done, click **Insert** button.

   Note: Newly inserted transaction will be posted at Disbursement tab.

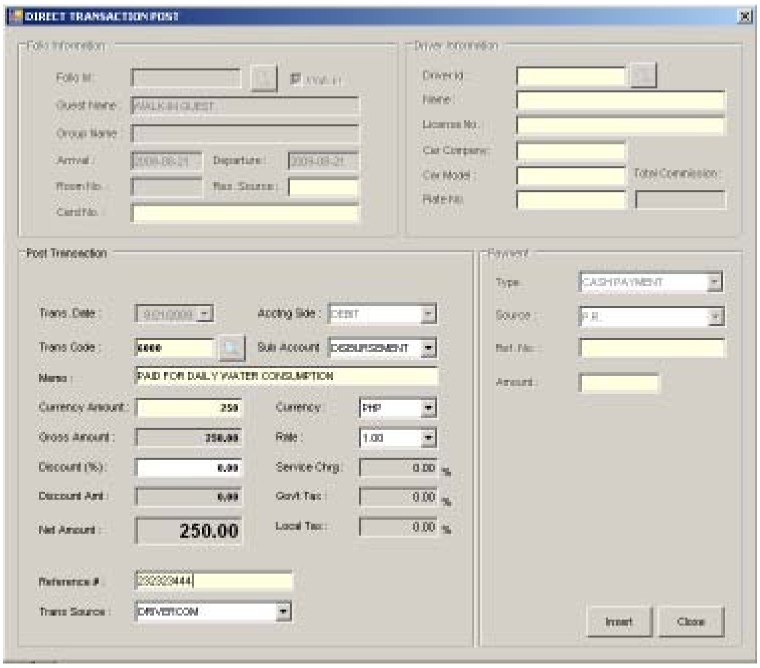


Figure 58

? How to Void Direct Transaction

1. Select any transaction, and click **Void** button.
2. Selected transaction will be removed from the list.

Did you know that…..?

- All payments under Payments tab will be added to cashier sales.
- Voided transactions under payments tab will subtract cashier total sales.

11. **Opening / Closing Shift** – allows user to open / close shift for cashiering.

Location: Transactions -> Cashiering -> Open Shift / Cash Drawer

Location: Transactions -> Cashiering -> Close Shift / Cash Drawer

? How to Open Cash Drawer

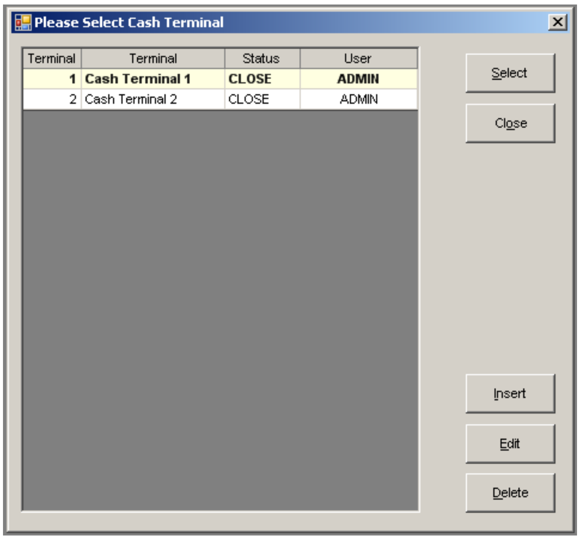


Figure 55

1. Open the **Open Shift / Cash Drawer** window.
2. Select the Terminal of the Cash Drawer you want to open then click on the Select button. The Open Shift window will appear.

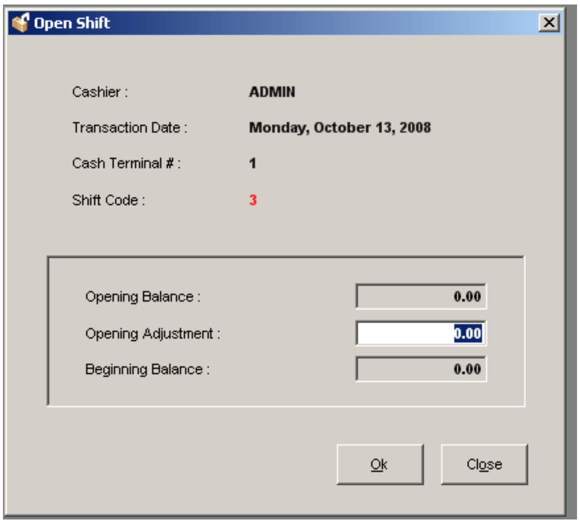


Figure 56

3. Input opening adjustment amount.
4. Once done, click on the **OK** button. Cashier is now open for any transactions.

? How to Close Cash Drawer

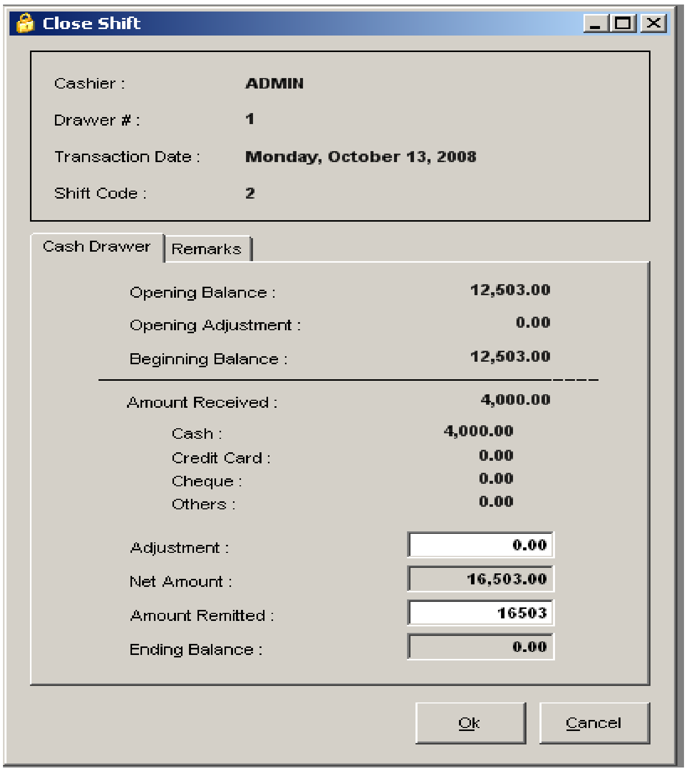


Figure 56

1. Open the **Close Shift / Cash Drawer** window.
2. Input amount details to be remitted and any remarks for the closing of shift.
3. Once done, click on the **OK** button. Shift will now be closed and reports for the closed cashier shift will be printed.

12. **Day-End Closing** – allows user to execute the night audit operation.

Location: Transactions -> Night Audit -> Day-End Closing

? How to Process Night Audit

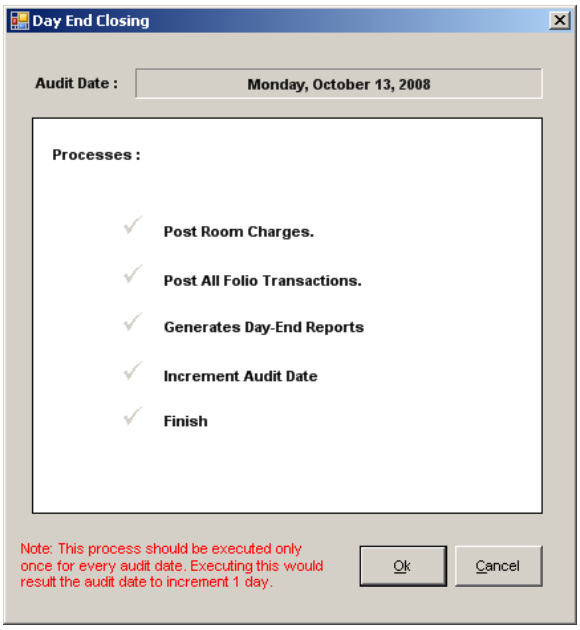


Figure 57

1. Open the **Day-End Closing** window.
2. Expected guest arrivals and departures should be zero before proceeding with the night audit. If greater than zero, user should cancel first all expected arrivals and settle all expected departures.
3. Once ready, click on the **OK** button.
4. System will automatically post room charges and other transactions, and increment the date to 1 day. Reports will also be generated after the operation.

Did you know that…..?

Night Audit automatically processes all room charges and other auto-posting transactions. It also increments the system date to 1 day therefore this process should only be executed once.