

System Calculation Method

Bond Calculation when Changing Room

It is best not to make any room change, once a bond has been deposited with the Residential Bond Authority. If a change of room is necessary, after the bond money has been deposited with the Bond Authority, and when there is a differential in the bond amount, the tenant must claim the differential directly from the Bond Authority if the old bond value is more than the new bond. When the new bond is in excess of the old bond value, the tenant must pay for the differences so that the management can top up the bond with the Bond Authority on behalf of the student.

Bond Received

Bond received is the amount of bond money received less the bond money refunded for the period.

Bond Refund

All bond received is deposited with the Residential Tenancies Board Authority within (5) five days. No bond refund from the system is possible after the fund has been deposited with the bond authority. All refund of the bond must be claimed back from the Bond Authority by the tenant directly.

Room Transfer Calculation

1. Single Room to Studio Room

e.g. **Transfer Room** : Old Room No. 10103 (Single) , New Room No. 10107 (Studio)
Charge Type : Monthly (Single Room = \$780.00 , Studio Room = \$1040.00 or \$1213.00)
Advance payment = \$10.00

Transfer Date : 07/03/2003

Guest Card : Valid Start Date = 05/03/2003
Valid End Date = 01/05/2003

Total valid paid date = 1 month 27 days

Total valid paid room Charge = $((\$780.00 \times 12) / 365) \times 27 \text{ days} + (\$780 \times 1) = \$1472.00$

Total stay with at Old Room = 2 days

Old Rate Room Charges : $((\$780.00 \times 12) / 365) \times 2 \text{ Days} = \$51.28 = \$51.00$

Payment Balance = $\$1472.00 - \$51.00 = \$1421.00$

Total left days for New Room = 1 month 25 days

New Room Charges : $((\$1040.00 \times 12) / 365) \times 25 + (\$1040 \times 1)$
= $(\$34.19 \times 25) + \$1040 = \$854.79 + \$1040 = \$1894.00$

Amount due for transfer = New Room Charges - (Payment Balance + Advance payment)
= $\$1894.00 - (\$1421.00 + \$10.00)$
= \$463.00

Note : Operator must collect \$463.00 for room charges.

2. Studio Room to Single Room

e.g. **Transfer Room** : Old Room No. 10107 (Studio) , New Room No. 10103 (Single)
Charge Type : Monthly (Single Room = \$780.00 , Studio Room = \$1040.00 or \$1213.00)

Accommodation System Report (System Calculation Method)

Advance payment = \$0.00

Transfer Date : 07/03/2003

Guest Card : Valid Start Date = 05/03/2003
Valid End Date = 01/05/2003

Total valid paid date = 1 month 27 days

Total valid already paid room Charge = $((\$1040.00 \times 12) / 365) \times 27 \text{ days} + (\$1040 \times 1)$
= \$923.17 + \$1040.00 = \$1963.00

Total stay with at Old Room = 2 days

Old Rate Room Charges : $((\$1040.00 \times 12) / 365) \times 2 \text{ Days} = \$68.38 = \$68.00$

Payment Balance = (Already paid Room charge + Advance payment) - Old Rate Room Charges
= \$1963.00 - (\$68.00 + \$0.00) = \$1895.00

Total left days for New Room = 1 month 25 days

New Room Charges : $((\$780.00 \times 12) / 365) \times 25 + (\$780 \times 1)$
= $((\$25.64 \times 25) + \$780) = \$641.00 + \$780 = \$1421.00$

Amount due for transfer = New Room Charges - Payment Balance
= \$1421.00 - \$1895.00
= - \$474.00 = \$0.00 (negative amount will be transfer to Advance)

Advance payment = \$474.00 (or) **Other Charges** = - \$474.00

Note : In this case doesn't have any amount due. System will automatically calculate balance amount as advance payment other wise operator can refund by using other charges in negative value.

Summary Sale Report Calculation

1. Total Sales Received = Total Balance for all transactions
2. Total Deposit into Bank = total net received - Bond
3. GST value is calculated on individual transaction. So that it will not effect for future GST Rate changes. (Only assume that GST changes will be made on first day of the month).
4. GST value is only calculated on Loss Key charges, Room Charge and Extra Charge.

Total number of day/week/year calculation

Total Payment Days = number of days between valid start date and valid end date

Daily :

e.g.1. Valid Start = 05/03/2003
Valid End = 06/03/2003
Total Days = 1 Day
Total Payment Period = 1 day

e.g.2. Valid Start = 05/03/2003
Valid End = 08/03/2003
Total Days = 3 Day
Total Payment Period = 3 day

Weekly:

e.g. 1. Valid Start = 05/03/2003
Valid End = 14/03/2003
Extra Days = 2 Day
Total Weeks = 1 Week
Total Payment Period = 1 week and 2 day

e.g. 2. Valid Start = 05/03/2003
Valid End = 12/03/2003
Extra Days = 0
Total Weeks = 1 Week
Total Payment Period = 1 week

e.g. 3. Valid Start = 05/03/2003
Valid End = 08/03/2003
Extra Days = 0

Total Weeks = 1 Week
Total Payment Period = 1 week

In e.g. 3 is only valid for new arrival because require minimum one week payment.
Subsequence payment will be calculated as extra days.

Monthly:

Note : System will automatically calculate for valid end date at first time.
Operator can select specified valid end date. After selection auto
calculated Valid end date will be over ride by manual selected valid end
date.

Valid End Date (Also can call as Next Payment Start Date or Next Valid Start
Date) should be 1st day of the month. Because this is monthly payment type
and easier to collect payment at the end of the month for every one.

If guest arrived on 1st of the month can pay one full month payment only.

e.g. Valid Start = 01/03/2003
Valid End = 01/04/2003
Total Month = 1 Month

Total Payment Period = 1 month

If arrive later than 1st of the month then get current month plus another
month rental.

e.g. Valid Start = 05/03/2003
Valid End = 01/05/2003
Extra Start Days = 27 Days (Between 05/03/2003 and 01/04/2003)
Total Month = 1 Month (Between 01/04/2003 and 01/05/2003)

Total Payment Period = 1 month 27 days

Operator can able to select valid end date. However if valid end date
selected in the same month of arrival date then system will not allow
because minimum one month payment is required for monthly charge type.

e.g. Valid Start = 05/03/2003
Operator Select Valid End = 28/03/2003
System modify Valid End = 01/04/2003
Total Month = 1 Month

Total Payment Period = 1 month

Per day charge calculation from Weekly/Monthly rate

Daily payment (per day charge)

Single Room : \$38/night
Twin Studio : \$60/night
Single Studio : \$52/night

Weekly payment (per day charge)

Single Room : ($\$225 * 52 \text{ wk}$) / 365 days = \$ 32.05 = \$32/night
Twin Studio : ($\$350 * 52 \text{ wk}$) / 365 days = \$ 49.86 = \$50/night
Single Studio : ($\$300 * 52 \text{ wk}$) / 365 days = \$ 42.73 = \$43/night

Monthly payment (per day charge)

Single Room : ($\$780 * 12 \text{ m}$) / 365 days = \$ 25.64 = \$26/night
Twin Studio : ($\$1213 * 12 \text{ m}$) / 365 days = \$ 39.87 = \$40/night
Single Studio : ($\$1040 * 12 \text{ m}$) / 365 days = \$ 34.19 = \$34/night

System calculate 365 days as standard because after round up for per day charges will not
be different for either leap year or non-leap year.

Transaction Prefix

I	Issue Card (Admin, Guest Major key)/Issue Unit Major Key
IS	Issue Second key
IA	Issue Additional/Extra key
IU	Issue Other Unit Key
IL	Loss Major key replacement
AL	Loss Extra key replacement
L	Loss Admin Key replacement
E	Major key extension
EL	Major key extension + loss replacement
AE	Additional/Extra key extension
EA	Extra key extension + loss replacement
T	Major key Transfer
TL	Major key Transfer + loss replacement
AT	Extra key Transfer
TA	Extra key Transfer + loss replacement
NE	Key Extension with New Key Card
RE	Recycle Card (Clear Card Data)
R	Reservation
RC	Reservation Cancel
CC	Check out/ Cancel key
CN	Check Out/ Cancel Without Card
A	Issue Admin Key
AC	Admin key cancel

SALES REPORT CALCULATION DESCRIPTION

Funds And GST Summary

- (1) Total Funds Recvd (GST & Non GST) $((2)+(3)+(4)+(5))$
(2) Total Rental Recvd (GST)
(3) Total Deposit Recvd (Non GST)
(4) Misc.Payment Recvd (GST)
(5) Total Key Deposit Recvd (Non GST)
(6) Other Refund (Non GST) (Normally For Reservation Deposit)
(7) Total Bond Recvd (Non GST)
(8) Total Bond Refunded (Non GST)

Total Prior To Error Adjustment

- (9) Total Funds Received (GST & Non GST) $((1)-((7)-(8)))$
(10) Total Sales Subject to GST (GST) $((2)+(4))$
(11) Bond Recvd For RTBA (Non GST) $((7)-(8))$

Errors Adjustment (If Any)

- (12) Funds Recvd error adjustment amount (GST & Non GST)
(13) GST error adjustment amount (GST)
(14) Bond error adjustment amount (Non GST)

Total After All Error Adjustment

- (15) Actual Funds To Receive By Birch Ridge ($(9) - (12)$)
(16) Actual GST Payable Sales For The Month ($(10) - (13)$)
(17) Actual GST Payable For The Month ($(16) * 0.05$ DIVIDE BY 1.05)
(18) Actual Bond Received For RTBA ($(11) - (14)$)

Banking Summary

Total Actual Funds Received By Birch Ridge $((15)+(18))$
Less Management Fee
Less Other Expenses / Adjustments (If Any)

Total Cheque Received From Accomodation Manager
Total Cash Received From Accomodation Manager

Amount Received By Birch Ridge For Banking

Cheque Details

Cheque Number and Amount