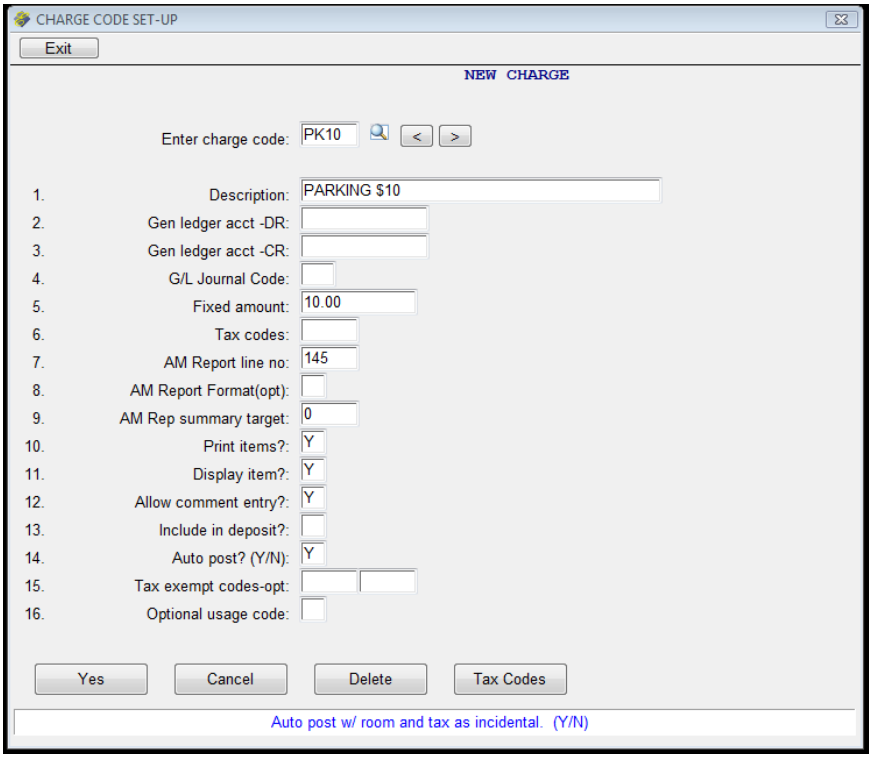
Execu/Suite Auto-Post Procedures

Auto-Post charge codes allow you to select and pre-assign guest charges that will post automatically during the "Post Room and Tax" program at Night Audit. These are charges separate from room and tax charges or package charges. There are several option s as shown below. Each code must have a fixed amount. If this is variable you need to set up more than one, as shown below.

SETUP: Manager/Setup > Control Files Setup > Charge Codes.

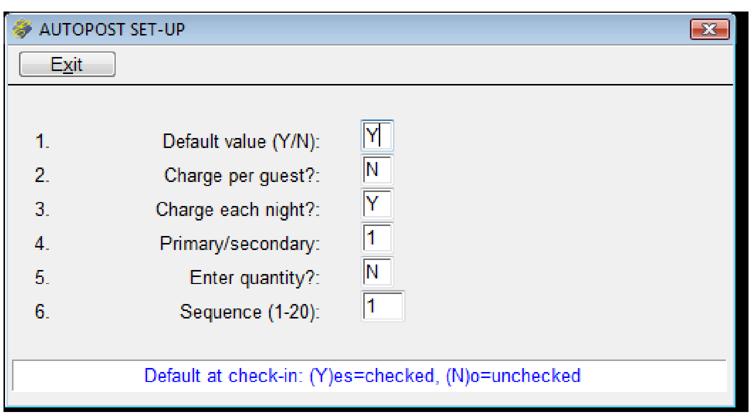


Enter a charge code, up to four characters.

Enter the description. The description will display on the auto-post selection prompt at check-in and will print on the guest folio.

You must enter a fixed amount in field 5.

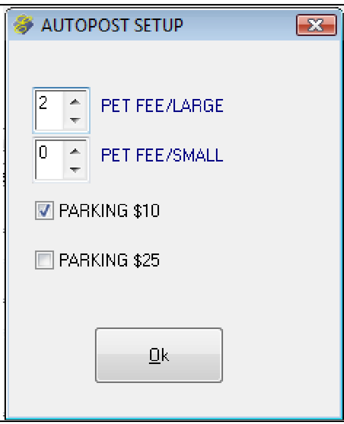
Answer Y in field 14 and press <Enter>. A new window will open for additional options.



As you move from field to field a brief description or list of options displays.

1. **Default value**: Y to post, N not to post. This sets the default but can be changed per guest. Note: If field 5 is set to Y, then field 1 must be set to Y.
2. **Charge per guest**: Y to post per guest, N to post per folio/room.
3. **Charge each night**: Y charges nightly, N charges first night only.
4. **Primary/secondary**: 1 to post to primary, 2 to post to secondary; 1 if not split folio.
5. **Enter quantity:** Y to prompt for quantity at check-in, N not to prompt for quantity. If this field is set to Y, field 1 must be Y.
6. **Sequence**: the order in which you want the auto-post items to display.

Procedure: At the completion of the check-in process, the Auto-post options will display with the default settings.



If "Enter quantity?" was set to Y in the setup you'll be able to select a quantity, as shown at left for the PET fees.

If "Enter quantity?" was set to N, you'll be able to check or uncheck the items but not select a quantity.

The charge code's description displays. The amount won't display unless it's part of the description, as shown at left in the PARKING fees.

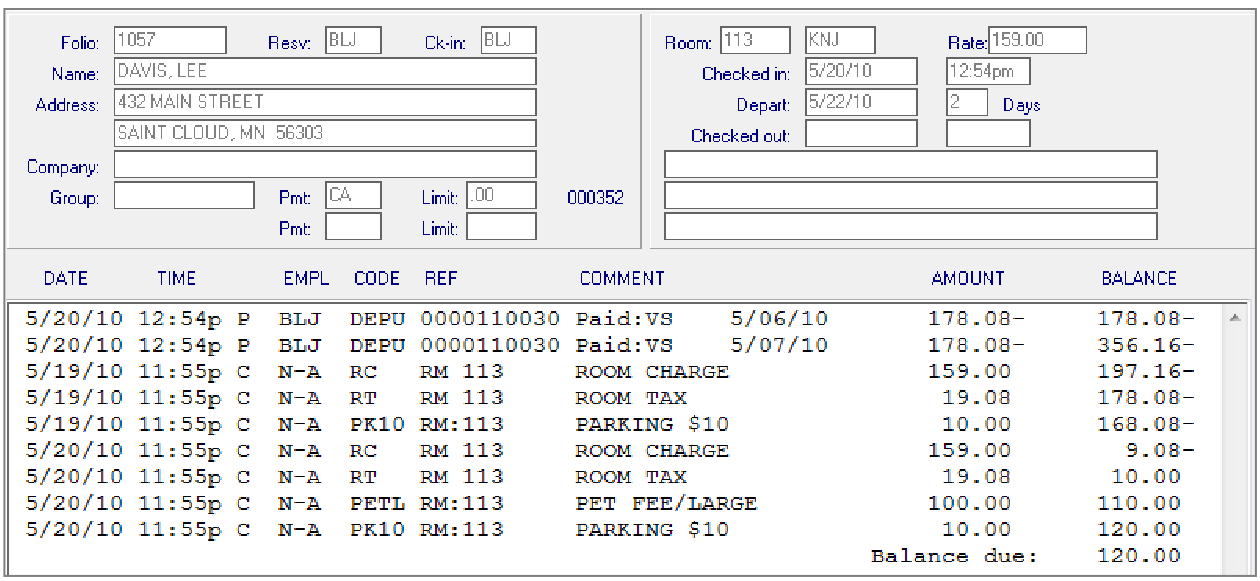
Click OK to accept the defaults.
Click to uncheck/check a setting or change the quantity.
Click OK after making your changes.

Adding or removing after check-in: Go to Change Folio/Guest Info and click the "Autopost" button.

Night Audit: When the night auditor runs "Post Room and Tax", auto-post items will be charged. They will print in the "other" column of the report as shown below:

ROOM	FOLIO	GUEST-NAME	ROOM-CHARGE	TAX	OTHER	TOTAL	RATE-CD	MKT
112	1053	JOHNSON, RANDY	199.00	23.88	.00	222.88	2	GOVF
113	1057	DAVIS, LEE	159.00	19.08	110.00	288.08	2	GOVL
114	1048	SMITH, ANDREA	209.00	25.08	25.00	259.08	2	GOVL
115	1026	DAVIS, LEE	209.00	25.08	.00	234.08	2	GOVL

Guest Folio:



Folio: 1057 Resv: BLJ Ck-in: BLJ
Name: DAVIS, LEE
Address: 432 MAIN STREET
SAINT CLOUD, MN 56303
Company:
Group: Pmt: CA Limit: .00 000352
Pmt: Limit:
Room: 113 KNJ Rate: 159.00
Checked in: 5/20/10 12:54pm
Depart: 5/22/10 2 Days
Checked out:

DATE	TIME	EMPL	CODE	REF	COMMENT		AMOUNT	BALANCE
5/20/10	12:54p P	BLJ	DEPU	0000110030	Paid:VS	5/06/10	178.08-	178.08-
5/20/10	12:54p P	BLJ	DEPU	0000110030	Paid:VS	5/07/10	178.08-	356.16-
5/19/10	11:55p C	N-A	RC	RM 113	ROOM CHARGE		159.00	197.16-
5/19/10	11:55p C	N-A	RT	RM 113	ROOM TAX		19.08	178.08-
5/19/10	11:55p C	N-A	PK10	RM:113	PARKING $10		10.00	168.08-
5/20/10	11:55p C	N-A	RC	RM 113	ROOM CHARGE		159.00	9.08-
5/20/10	11:55p C	N-A	RT	RM 113	ROOM TAX		19.08	10.00
5/20/10	11:55p C	N-A	PETL	RM:113	PET FEE/LARGE		100.00	110.00
5/20/10	11:55p C	N-A	PK10	RM:113	PARKING $10		10.00	120.00
							Balance due:	120.00