

Execu/Suite® Package Setup

SAMPLE PACKAGE

PACKAGE SET-UP

Package code: ... EXISTING RECORD

Package description:

CODE	DESCRIPTION	AMOUNT	SPECIAL
RC	ROOM CHARGE	Calculated	
FOOD	RESTAURANT FOOD	60.00	1
FOOD	RESTAURANT FOOD	35.00	6
WINE	WINE	90.00	
TOUR	TOUR	45.00	5
RT	ROOM TAX	Calculated	
FTAX	SALES TAX	6.00	1
FTAX	SALES TAX	3.50	6
GRAT	GRATUITY	60.00	

Folio print option: Nights stay: Package total:

Package type:

Save Notes Cancel Delete

Package code, up to 4 characters. ?=look-up

As you move from field to field, helpful information will display at the bottom of the screen.

The **Package Code** can be up to 4 alpha/numeric characters.

The **Package Description** prints on the guest folio.

The grid is populated as follows:

- ◆ **CODE** should be a valid Hotel charge code.
- ◆ **DESCRIPTION** will self-populate the description of the code entered. You cannot edit this field.
- ◆ **AMOUNT**
 - ♣ Room charge and room tax can be calculated by the system for the rate code selected within each reservation. Enter **C** for this option. "Calculate" will display.
 - ♣ Room charge & room tax can be manually entered. This will be a specified dollar amount.
 - ♣ Enter a dollar amount for all other charges.
- ◆ **SPECIAL** can be left blank if the charge is per room. Enter **1** for this charge to apply to adults. Enter **6** for this charge to apply to children. Enter **5** for this charge to apply to adults and children. (Note: If you enter 1, 5, or 6 the charge will apply for each adult or according to the number of adults entered into the reservation or check-in.)

Folio print options are as follows: **Y** = Each item prints separately on the folio.

N = One line prints each night. **T** = Tax prints separately and all other charges

print on one line. **S** = One line prints per stay regardless of the number of nights.

(Note: Each charge will display in Display Folio and each charge will print on the journals and other reports. Each charge will update to General Ledger (if using Back Office or accounting interface).)

Package Type options are: If blank, the package will post nightly (at night audit

under Post Room and Tax). **N1** sets the package to post the first night only. **I1**

will post incidentals the first night only and room charges to post nightly.

Nights stay sets the minimum nights allowed for this package through WebRes.

Package total calculated the total for the package unless you have items set to calculate in the Amount column.

Sample Reservation

When making a reservation, you'll enter **P** in the rate code field.

A new window will open. You'll be prompted for the package code.

If the room rate is set to C (calculate), enter the rate code.

If you defined the rates in the package setup, you don't need to change the rates here.

When you get to the Room Rate field, the View/Edit Room Rates window will open. The default rates will display. You can change them.

DATE: 7/09/09
PAGE: 1
TIME: 12:46

POST ROOM & TAX

*** FINAL RUN ***

ROOM	FOLIO	GUEST-NAME	ROOM-CHARGE	TAX	OTHER	TOTAL	RATE-CD
110	1016	FRANKLIN, FRED	115.00	9.20	455.50	579.70	P

At Night Audit Post Room & Tax the package will post to the guest.



Folio: 1016	Resv: 1	Ck-in: 1	Room: 110	DD	Rate: 115.00
Name: FRANKLIN, FRED			Checked in: 7/09/09	12:46pm	
Address: 12345 ALASKA STREET			Depart: 7/12/09	3 Days	
HAZEL GREEN, KY 41332			Checked out:		
Company:					
Group:	Pmt: CA	Limit: .00			
	Pmt:	Limit:			

DATE	TIME	EMPL	CODE	REF	COMMENT	AMOUNT	BALANCE
7/08/09	11:55p	C	N-A	RC	RM 110	ROOM CHARGE	115.00 115.00
7/08/09	11:55p	C	N-A	FOOD	RM 110	RESTAURANT FOOD	120.00 235.00
7/08/09	11:55p	C	N-A	FOOD	RM 110	RESTAURANT FOOD	35.00 270.00
7/08/09	11:55p	C	N-A	WINE	RM 110	WINE	90.00 360.00
7/08/09	11:55p	C	N-A	TOUR	RM 110	TOUR	135.00 495.00
7/08/09	11:55p	C	N-A	RT	RM 110	ROOM TAX	9.20 504.20
7/08/09	11:55p	C	N-A	FTAX	RM 110	FOOD & BEV TAX	12.00 516.20
7/08/09	11:55p	C	N-A	FTAX	RM 110	FOOD & BEV TAX	3.50 519.70
7/08/09	11:55p	C	N-A	GRAT	RM*110	GRATUITY	60.00 579.70
Balance due:							579.70

The displayed folio shows each charge.

Following the package setup, the "special" column designated how each charge should post:

RC, RT, WINE, and GRAT posted per room. FOOD and FTAX posted twice each, \$60 per adult and \$35 per child. TOUR posted once, per person.

If the package is set to post nightly (blank package type), each charge will post each night that the guest is in-house and Post Room and Tax is done. If the package is set to I1, incidentals will post the first night only. RC and RT will post nightly. Package type N1 will post only once. It will post on the second night of the guest's stay.

Guest: FRANKLIN, FRED 12345 ALASKA STREET HAZEL GREEN, KY 41332 Company:	Folio: 1016	Checked In: 7/09/09 12:46pm
	Room: 110	Checked Out: 7/12/09
	Rate:	Adults: 2 Children: 1
	Payment: CA CASH PAYMENT	

The printed folio shows only the description plus the tax.

This is determined by the Folio Print Option defined in the package setup.

Folio print option:

Those options are defined as:
Y = each item prints on a separate line
N = one line prints per night
S = one line prints per stay
T = tax prints separate line, as shown.

DATE	REFERENCE	DESCRIPTION	AMOUNT	BALANCE
7/08/09	RM*110	FALL GETAWAY	570.50	570.50
7/08/09	RM 110	TAX	9.20	579.70
Balance Due:				579.70

