

Marina Set-Up in HOTEL

When using marina, you will set-up Rooms and Room Types in Hotel, to function as marina slips. This can be done in the same company number as your Hotel or a separate company number can be set-up for just the marina rooms/slips.

Getting Started

If your property does charge by the foot for nightly/weekly rentals go to page # 4 and follow those directions.

If your property does NOT charge by the foot for nightly/weekly rentals use the following directions*:

*These settings allow for meter charges, etc. but do not allow room rates to be set-up in the Rooms set-up.

Option 1 Set-Up

Settings in the Parameter Record

First, go to Manager Menu/Parameter Record Set-Up. The "Site Specialty Code" needs to be a capital M, for marina. If using multiple companies to split apart regular Hotel rooms from marina slips (rooms), you'll need to answer Y to "Multiple Properties". Then, enter the Company numbers for each of your multiple properties in the corresponding fields called "Property (Company) Codes", i.e. 01, 02, 03. Save your changes before exiting the screen.

Settings in the Room Type Screen

Next, go to Manager Menu/ Room Type Set-Up. There are a few things to consider when setting up your Room Types. Depending on how your marina charges boats, you might want a specific room type for each range of length, i.e. 20 FT, 50 FT, 100FT, 175+FT. The name of the Room Type is user defined. Be sure to make the Room Type code something easy to distinguish from your regular Hotel Room Types, if you are also setting up guest rooms in Hotel. You will *not* enter room rates in this screen. When using multiple companies/properties you have some flexibility with choosing Room Types. To make the Room Type function as a marina slip, you must enter an uppercase U in the "Central Res'v Code" field. Save your changes before exiting the screen.

Settings in the Room Screen

Now, go to Manager Menu/Room Set-Up. Depending on whether you are combining regular guest rooms and marina slips (rooms) in one company or if you are using multiple companies, the Room Set-Up may vary. For those using one company only, make the beginning number of the rooms distinguish

whether the room is a Hotel room or a marina slip. For instance, make all guest rooms begin with the number 1, i.e. 101, 102, 103, etc. Then, all marina slips (rooms) will begin with 2, i.e. 201, 202, 203, etc. Keep in mind when using the Graphical Room View in Hotel, it can accommodate multiple floors. You can use this feature for setting up a view of the actual hotel rooms and the marina slips. By distinguishing the Room numbers from each other, they will essentially have their own floor for the Graphical Room View. In this example, Floor 1 would be actual hotel guest rooms and Floor 2 would be the Marina slips. To make the room function as a marina slip, you must enter an uppercase U in the “Include In Count” field on the Room screen. Also, be sure to include the Room Type that you setup previously for the slips. You will *not* enter room rates on this screen. As you save the changes to the screen, a new window will pop up on the Room Screen. See the following snapshot for an example.

Room Setup

Exit

Room Setup

Room number: 203 Description: SLIP 3

Rates:

	High	Rack	Discount 1	Discount 2	Discount 3
Single person:	.00	.00	.00	.00	.00
Multiple persons:	.00				.00
Extra persons:	.00				.00

Read meter? (water) : Y
 Charge code (water) : W

Read meter? (electric) : Y
 Charge code (electric) : E

Weekend (+/-): .00 Weekly Rate: .00 Monthly Rate: .00

Room type: SL Room rate *Multiple persons* number (default 2): 0

Room Status: VC Include in Count?: U

Comment: Optional Revenue Charge Code:

Maid Station: 0 Connecting Rooms

Search Priority: 0 Room Nights Used: 0

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2. 4.

Save Delete Season Rates Notes Print Screen

This window prompts you to answer Y or N for “Read Meter”, once you type Y or N, you will be on the “Charge Code” field. Here you type in the Charge code for Water Meter Readings that you’ve created in the Manager Menu/Charge Code Set-Up. Do the same for the Electric Meter settings underneath. See the follow example to understand how the window will appear.

Keep in mind that you will need to enter a fixed rate in the Charge code for each of the utilities, so the system can calculate the total due after the beginning and ending meter readings are figured at the time of check-out in Hotel.

There is a program called "GAMETBIL" which allows posting of meter charges once a month. That program is also used at check-out. You will go to File/Special/Run Program and enter the program name. It asks for the last meter reading.

1. Package Setup for Rates

One of the best ways to utilize Hotel for your marina slip rates is to setup a Package for your different rental options. If using multiple companies/properties, you can create your Room Charge when you create a company O2 for marina, set a RC (Room Charge) code with the fixed amount that equals their standard rates per foot, per day. Say, if they want to charge \$100 per foot, per day, put a \$100 in that fixed rate field for RC. And if tax has to be handled the same way for that region, do the same in the RT field. In addition, you can create new charge codes for incidentals, i.e. ice, food, garbage pickup.

If using one company, create a charge code called RC1 for marina rates. Room Charge must use the hardcoded RC but you can add a number to the end of the code to differentiate between hotel rooms and marina slips on your various Hotel reports. Some customers find that for repeat customers with the same boat, they make a package just for that guest, in the name of the boat. They may be repeat customer with a discount, etc., so it might be useful to have their own package, since you assign the rate. Save the changes.

Option 2 Set-Up

For properties that want to setup their marina slips to act as hotel room reservations, use the following instructions:

Room Types

First, set up new Room Types for each of your marina slips. Make the Room Type something unique so as to distinguish it apart from the other hotel rooms. In the field, "Room rate 'Multiple Persons' number, you enter the minimum number of feet that can be accommodated for that slip type/size. Leave the field "Maximum Number of persons" blank. Then, you will enter the standard flat rate in the rates rack for single, multiple and extras. For example, if your minimum number of feet for that slip type is 10, you will enter 10 in the field called "Room rate 'Multiple Persons' number". Then, in the Rack rate 2 column, you will enter the flat rental rate which we'll say is \$100 per day, in the "single person" row.

In the rates grid, in the "extra persons" field, enter the price per additional foot over the minimum.

Be sure to enter the total number of rooms for that Room Type.

Room Type Setup

Existing Room Type

Room type: SL2 Description: SLIP TYPE 2

Rates

	High	Rack	Discount 1	Discount 2	Discount 3
Single persons:	.00	100.00	.00	.00	.00
Multiple persons:	.00	100.00	.00	.00	.00
Extra persons:	.00	10.00	.00	.00	.00

Weekend (+/-): .00 .00 .00 .00 .00

Weekly Rate: .00 Monthly Rate: .00

Number of Rooms: 2 Room rate 'Multiple persons' number (default 2): 10

Central Res'v Code: Maximum number of persons: 0

Include in Count?: Y

Default Market Segment: Default Source of Business:

Comment:

Save Delete Season Rates Notes Print Screen Update room prices

If all slips of the same “Room type” have the same rates, you only need to set the rate in the Room Types set-up screen, not in Rooms. Then, you want to use the “Update Room Prices” button after setting up all of your marina room types and room numbers. This will allow the room number’s rates to be calculated according to the room type’s rates at the time of reservation or check-in.

Bear in mind, you are still able to use the Guest Package set-up feature using this option in Marina. If you prefer to have a package option that includes a variety of other miscellaneous charges, please feel free to set them up. Keep in mind, you will need to have your charge codes setup already. This includes an RC code for Marina, i.e. RC1, RC2. Save your changes.

Rooms

Here, you will create a room number for each marina slip. Make sure to enter the Room Type code that was set up earlier. Save your changes.

Room Setup

Exit

Existing Room

Room number: 210 Description: SLIP 210

Rates

	High	Rack	Discount 1	Discount 2	Discount 3
Single person:	.00	100.00	.00	.00	.00
Multiple persons:	.00	100.00	.00	.00	.00
Extra persons:	.00	10.00	.00	.00	.00

Weekend (+/-): .00 .00 .00 .00 .00

Weekly Rate: .00 Monthly Rate: .00

Room type: SL2 Room rate (Multiple persons' number (default: 2): 10

Room Status: VC Include in Count?: Y

Comment: SLIP TYPE 2 (20FT MAX) Optional Revenue Charge Code: RC1

Maid Station: 0

Search Priority: 0 Room Nights Used: 0

Connecting Rooms

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Save Delete Season Rates Notes Print Screen

Reservations

When you make the reservation in our software using Option 2, you will enter the total number of feet of the boat in the field “Adults/child”. The software will calculate any overage above the minimum feet, as seen in the following example. This reservation was made using the examples for Room Type and Room, which are shown in the previous sections. The flat rate for the minimum 10 ft per day is \$100 for that slip type. Factoring in the 5 ft overage, which is an additional \$10 per ft, the daily rate becomes

\$150. When this amount is multiplied by the number of days in the reservation and tax added on, the total room and tax is calculated to be \$990.

Additional Notes

If you have a special rate for anything over a certain amount of feet, i.e., 175 FT + is a \$1000 plus 50%. The way to handle this situation is to use Option 2. You will enter the single and multiple person rates in the Room Type set-up screen. Leave the extra person rate blank. Then, you will setup a new tax code which will be associated with the Room Charge (RC1, RC2, etc.) code you set up to use just for Marina rooms. This tax can be called RT1, RT2, etc. Make the tax percentage .50 (50%). Then, when you are in reservations or check-in, the software will calculate that extra 50% you need for the special rate.

Here is the Charge Code you will setup for Marina Room Charge. Click on the “Tax Codes” button to

enter the Tax Code. See the following example of the charge code showing the room tax code:

See the following example for the Tax Code set-up screen.

TAX CODE SET-UP

Exit

EXISTING TAX CODE

Enter tax code: RT1

1. Description: SERVICE FEE- MARINA SLIPS

2. Tax Percent: .50

3. Stop room tax after?: 0 4. (D)ays, (M)onths:

5. Tax on tax?:

6. Tax limit: .00

7. Per folio/person:

Yes Cancel Delete

Also, be sure to set up a corresponding Charge code for the Tax Code.

CHARGE CODE SET-UP

Exit

EXISTING CHARGE

Enter charge code: RT1

1. Description: MARINA SLIP TAX

2. Gen ledger acct-DR:

3. Gen ledger acct-CR:

4. G/L Journal Code:

5. Fixed amount: .00

6. Tax codes:

7. AM Report line no.: 0

8. AM Rep Format(opt):

10. Print items?:

11. Display item?: Y

12. Allow comment entry?:

13. Include in deposit?:

14. Auto post? (Y/N):

15. Tax exempt codes-opt:

16. Optional usage code:

Yes Cancel Delete Tax Codes