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# Manager Menu

## ROOM TYPES

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 2, Room Types.

Existing Room Type

Room type:  Description:

Rates

	High	Rack	Discount 1	Discount 2	Discount 3
Single person:	120.00	110.00	100.00	90.00	80.00
Two persons:	125.00	115.00	105.00	95.00	85.00
Extra persons:	10.00	10.00	10.00	10.00	10.00

Weekend (+/-):

Weekly Rate:  Monthly Rate:

Number of Rooms:

Central Res'v Code:

Include in Count?:

The **room type** code can be alpha or numeric and is limited to four characters. It should be somewhat descriptive and easy to remember. If you have two similar room types with different rates, you probably need to make two room types. For example, if a double-double with a Jacuzzi sells at a higher rate than a double-double without one, you would need codes such as DD and DDJ. If you are using Execu/Tech's Meeting Rooms™, you will need type CONF.

**Description** is limited to 30 characters. Abbreviate where necessary, but make sure the front desk and reservations staff will be able to understand what you mean.

Don't fill in rates yet. After you finish room types, save the screen and go to Rooms. Put in the individual rooms and then come back to room types to put in the rates for the type. This way, you won't have to put in rates for each room.

**Number of Rooms** of each type must match the actual room inventory. Otherwise, your availability will be inaccurate.

**Central Res'v Code:** Leave this blank unless your hotel is linked to a chain of hotels that have a code for this room type.

**Include in Count?** should be **Y** if you want this room type included in occupancy statistics. Type **N** if you do not want this room type included in occupancy statistics.

After you have set up individual rooms, return to this screen to set up your **rates**. Each reservation and check-in will require a rate code. The columns in the Rate section correspond to rate codes as follows:

High	Rate Code 1	
Rack	Rate Code 2	This is the default rate on room inventory, etc.
Discount 1	Rate Code 3	
Discount 2	Rate Code 4	
Discount 3	Rate Code 5	

If you do not use season rates, fill in the screen as displayed in the example on Page 11. If you use season rates, you must first define the seasons (see Season Record set-up, Page 25). Then click the **'Season Rates'** button. The seasons you defined will display:

1	Season A: 1/01 thru 2/28
2	Season B: 3/01 thru 8/31
3	Season A: 9/01 thru 12/31
	Exit

Select each season, and then enter the rates. The set-up screens will be the same as those in the Room Type screen illustrated on Page 11. In the above example, the first and third seasons are both A. Once you set up rates for A, the rates will apply to any season A. The season in Option 3 was defined as a separate span of time as Option 1, but the rates are the same. The rates for the season in Option 2 must be entered.

Seasons are limited to ten. However, Execu/Tech has a program that allows up to one rate per room per day, effectively creating up to 365 seasons per year. There are limitations. This program allows only one rate per day per room type, regardless of occupancy. Contact Execu/Tech if you feel you cannot operate with ten or fewer seasons.

After you have entered all of your rates, click 'Update room prices'.

Click the **Notes** button if you wish to add additional information for this room type. These notes will display by right-clicking the room type in Look-up Room Types in Reservations. Examples of notes would be JETTED TUB, DATA LINE, COURTYARD VIEW, etc.

Before you leave the Room Type Set-up screen, click **'Save'**.

## ROOMS

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 1, Rooms. You will have already set up Room Types.

The screenshot shows the 'Room Setup' window with the following fields and values:

- Existing Room Record: Room number: 101, Description: HANDICAP
- Rates Table:
 

	High	Rack	Discount 1	Discount 2	Discount 3
Single person:	120.00	110.00	100.00	90.00	80.00
Two persons:	125.00	115.00	105.00	95.00	85.00
Extra persons:	10.00	10.00	10.00	10.00	10.00
- Weekend (+/-): .00, .00, .00, .00, .00
- Weekly Rate: 550.00, Monthly Rate: 1800.00
- Room type: DD
- Room Status: VD
- Comment: (empty)
- Maid Station: 0
- Search Priority: 50
- Room Nights Used: 1
- Include in Count?: Y
- Charge Code: (empty)
- Connecting Rooms: 1. (empty), 2. (empty), 3. (empty), 4. (empty)

Buttons at the bottom: Save, Delete, Season Rates, Notes.

Enter the **room number**. This is considered a 'code' and cannot be changed but will have to be deleted if you no longer want to use it. Keep the room number limited to 4 or fewer characters, alpha or numeric. This field will take as many as 6 characters, but only four will display on the availability screens and only the first four will print on reports.

If you are using Execu/Tech Call Accounting, PBX, or other interface dependant on room numbers, check with your Execu/Tech sales representative as well as your communications technician prior to entering your room numbers. If some rooms have more than one phone line, or if extensions will be different than room numbers, you may be given special instructions.

Enter the **Description** of this room. You are limited to 30 characters.

If this room is priced the same as other rooms of its type, you do not need to fill in the rates here. After all the rooms are entered, you can go back to room types, enter the rates, and update those rates to each room of that type.

Enter the **Room type** as set up in the Room Types set-up screen.

**Room Status** will be VC for vacant clean or OO for out of order. Others are VD (vacant dirty), OC (occupied clean), and OD (occupied dirty). As you check guests in the status will be changed from VD to OD.

**Comment** will appear on the Room Inventory report. If you leave this field blank, the room's description will print. Once a guest checks into a room, guest comment 1 will overwrite any description specified here. If a room is out of order, the comment will display here.

**Maid station** is not required but is handy if you assign housekeeping by floor, room, or section. This enables you to print individual maid stations on the housekeeping report if you wish.

**Search priority** determines the frequency in which the room is sold when F (find) is entered in the room number field in reservations or check-in. The higher the search priority, the more frequently the room will be selected in the search.

**Room nights used** determines the order in which rooms are selected when F (find) is entered in the room number field in reservations or check-in. For example, if Room 200 has been used 68 times and Room 202 has been used 65 times, Room 202 will be selected first in the search.

Answer Y to **Include in count?** if you want this room included in occupancy statistics.

Leave the **Charge code** field blank unless you want to assign this room a code other than RC for the room charge. The code must begin with RC and must be set up in Charge code set-up.

We advise you not to list **connecting rooms**. Fill in connecting rooms only if you wish to be prompted at each check-in to check in to the connecting room. For example, if Room 200 connects to 202 and you enter that information here, each time you check into 200 you will be prompted, 'check in to 202?' This can cause problems through staff error.

Click the **Notes** button if you would like to add additional information for this room, such as JACUZZI or NEAR ELEVATOR. These notes will display in reservations room look-up when the room number is right-clicked.

Click **Save** when you are finished entering each room number.

## CHARGE CODES

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 3, Charge codes.

Enter the **code** for this charge. These codes can be up to 4 characters, alpha or numeric. The following codes must be used only as indicated:

RC	Room Charge
RCTE	Room Charge Tax Exempt (tax will not post)
RC*	Any other charge to post for room charge, such as RCNS for no-shows.
RT	Room tax. Includes RT1, RT2, etc. Includes any tax to auto post to RC at audit.
ST	Sales tax. Includes ST1, ST2, etc. Includes any tax not posted to RC at audit.
\$TRA	Internal code used in travel agency processing. Answer N to 'Display item?'
DEPU	Internal code used to transfer advance deposits. Answer N to 'Display item?'
LC	Local call
LD	Long distance call
MOV	Movie, if using movie interface.
REF	Guest refund. Deducts from revenue (charges) total rather than from payments.

Charge codes print on the Automated Morning© (AM) Report. This report prints statistics such as revenue and occupancy. You will need to create heading and total lines for the revenue (charges) on this report, and

you will enter them as a charge code. A code beginning with H and followed by a number (such as H1) will be the code for headings or comment lines. A code beginning with T and followed by a number (such as T1) will be the code for total lines. Tax codes must be entered here although they also are entered in tax code set-up.

For other charges, use any code up to four characters in length. No charge code may be the same as any pay code.

**Description:** Up to 30 characters, this description will print on guest folios as well as financial reports.

**Gen ledger acct-DR:** You will get this account number from your accountant. Typically this will be an asset account such as A/R Guest Ledger, but there are exceptions. If you are not using Execu/Tech's Back Office or other accounting interface, leave this field blank.

**Gen ledger acct-CR:** You will get this account number from your accountant. Typically this will be an income/revenue account, but there are exceptions. If you are not using Execu/Tech's Back Office or other accounting interface, leave this field blank.

**G/L Journal Code:** You will get this from your accountant.

**Fixed amount:** This applies to any charge code with a set dollar amount such as a key deposit or cot rental fee. Enter the dollar amount such as 10.00 for \$10.00.

**Tax code:** This will be RT or RT\* if this is a tax to auto post with RC at audit. This will be ST or ST\* if this is any tax not auto posted at audit. If there is more than one RT, you will need to enter RT1. If the program sees RT1, it will assume there is an RT2, etc., and look for it. See tax code set-up on Page 18.

If the charge code you are entering is a tax, leave this field blank.

**AM© Report line number:** This is used to arrange charge codes on the Automated Morning© Report. You will need to go to the main Manager Menu, then Option 5, Print Charge Codes in AM© report sequence.

CODE	DESCRIPTION	G/L	G/OFF	JRNL	FIXED	TAX- CD	LINE	FORMAT	ITEMS?
H0	ROOMS						50	C	
RC	ROOM CHG					RT	100		Y
RCTE	RC TAX EXMP						100		Y
RT	ROOM TAX						110		Y
T0	TOTAL ROOMS						190	1	

Notice that H0, ROOMS, is a heading and will print on line 50. T0, TOTAL ROOMS, is a total line and will print on line 190. Anything given a line number 51 through 190 will print in this range. Notice also that RC and RCTE share the same line number, 100. In this case, there will be only one entry on the AM report and it will print the sum of the two.

**AM report format (opt):** If this charge code is a comment or heading line, enter C. If this is a total line, enter the total level. If you will use subtotals, lower level numbers indicate lower subtotals. Subtotal 1 plus subtotal 1 equals level 2. Z is a zero total. For all other charge codes, leave this blank.

This field is no longer used and does not display on your screen. The number was retained so that older versions of the software are still compatible.

**Print items?** determines the amount of information printing on the AM report.

Y - will print the number of items, total dollars, and average dollars per item.

I - will print total dollars and number of items used. Average is not printed.

N - will print only total dollars. Items used and average are not printed.

**Display item?** determines whether or not this item will display in Enter Charges & Payments in Front Desk. For most charge codes you will answer Y. For codes that only management would use, such as certain adjustments, answer N. All headings, comments, and totals should be N.

**Allow comment entry?** allows the item description to be replaced by a comment. The comment will print on the guest folio, so this is not recommended for most items. Answer Y to allow comment entry; answer N to disallow.

**Include in deposit?:** Answer Y if this is to print on the cashier report as part of the day's deposit or cash drawer. REF might be used in this way.

**Auto post? (Y/N)** should be Y if you want this item to post for every guest when 'post room & tax' is done at audit. Enter N or leave blank if you don't want this to post to every guest each night.

**Tax exempt codes-opt:** Leave this blank unless advised otherwise by Execu/Tech.

## PAYMENT CODES

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 4, Payment codes.

EXISTING PAYMENT	
Enter payment code:	CA
1. Description:	CASH PAYMENT
2. Gen ledger acct -CR:	1101
3. Gen ledger acct -DR:	1001
4. G/L Journal Code:	CR
5. Credit limit amount:	.00
6. Credit card? (Y/N):	N
7. Master folio no:	0
8. Central resv code:	
9. Include in deposit?:	Y
10. City ledger account:	
11. Allow comment entry?:	Y

Buttons: Yes, Cancel, Delete

Enter the code for this payment type. Required codes are CA for cash, DB for direct bill, and DEP for advance deposits. DEP is an internal code you will not use but must be entered here. No two payment types should have the same code, and no payment types should have the same code as charge codes.

Enter the **Description** as it should appear on the guest folio and reports.

**Gen ledger acct-CR:** Your accountant will give you the general ledger account code to enter here. Typically this will be your bank account or accounts receivable, but there are exceptions. If you are not using Execu/Tech's Back Office or other accounting interface, leave this blank.

**Gen ledger acct-DR:** Your accountant will give you the general ledger account code to enter here. Typically this will be the A/R-Guest Ledger account, but there are exceptions. If you are not using Execu/Tech's Back Office or other accounting interface, leave blank.

**G/L Journal code:** Your accountant will give you the code for this payment type,

**Credit limit amount** is seldom entered any more. This establishes a credit limit for this payment type, regardless of guest. Cash is usually zero. Credit card credit limits are usually set per guest when the card is preauthorized at check-in.

Answer Y if this payment type is a **credit card**; answer N if it is not.

You will need a **master folio** for payment type DEP. (See page 33 to set up master folios.) Enter that folio number here. Master folios rarely are used for other payment types any more. At one time, credit card receipts were sent to the bank or credit card processor for payment, and a folio was necessary. These days, credit cards are processed through modem or Internet and a folio is not required. If you create a

master folio and put the folio number here, a debit will be posted in that folio in addition to the credit posted in the folio in which you are entering the payment.

**Central resv code** should be left blank unless your hotel is part of a chain or group in which a pre-established code exists for this payment type.

**Include in deposit?** Answer Y to if you want this payment to print on the cashier report as part of the deposit.

**City ledger accounts** rarely are used any more. When credit card receipts were sent to the bank or processor for payment, a city ledger account was necessary. These days, credit card payments most likely will be sent electronically to your bank.

Answer Y to **Allow comment entry?** if you want to allow a comment to print on the guest folio rather than the description of the payment.

## TAX CODES

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 5, Tax codes.

**TAX CODE SET-UP**

Exit

**EXISTING TAX CODE**

Enter tax code: RT1

1. Description: STATE LODGING TAX

2. Tax Percent: 6.50

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

5. Tax on tax?: N

6. Tax limit: .00

Yes Cancel Delete

Does this tax code tax previous tax code?

All tax **codes** must begin with RT or ST. Taxes beginning with RT will auto post each night at audit when 'post room & tax' is run. RT tax codes apply only to charge codes beginning with RT. Only the description will print on the folio, so if you want to a service fee of 5% of RC to auto post each night, this will need to begin with RT even though you are not calling it a tax. If there is more than one RT, you will need to create RT1, RT2, etc. *All tax codes must be entered also in Charge Code Set-up.*

All tax codes must also be entered in Charge Code Set-up.

Taxes beginning with ST are to be used for any tax not applied to RC charges. If there is more than one ST, you will need to create ST1, ST2, etc. You can use letters such as STC but you are limited to three characters.

Type the **tax percent**, such as 6.5% in the illustration. If your state requires you to stop collecting tax after a given period of time, enter the number of days or months at **Stop room tax after?:** and type D or M at **(D)ays, (M)onths.**

**Tax on tax** means that the amount taxed includes another tax. A 1% tax on top of a 10% tax for a \$100 item would be \$1.10. This is because 10% of \$100 is \$10, and the \$10 (tax) is added to the \$100 (item) for a total of \$110, to which 1% is calculated as 'tax on tax'.

Click **'Yes'** when you finish.

## GUEST PROFILE TOOLS (if using Hotel Premium)

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 6, Guest Profile Tools.

The screenshot shows the 'Profile Settings' application window. It is divided into four main sections:

- Location Setup:** Includes a 'Company:' dropdown set to '01' and a table with columns 'Comp.', 'ID', and 'Description'. The first row is highlighted in yellow with values '01', '00', and 'MAIN'.
- Custom Entry Field's Setup (Tab 1):** A table with columns 'Description', 'Type', and 'Initial Value'. It lists fields: 'Car make/model', 'License Tag', 'Birthday (MMDDYY)', 'Anniversary (MMDDYY)', and 'Frequent Flyer #'.
- Custom Actions:** Contains two buttons: 'Import Outlook Calendar' and 'Rebuild Profiles'.
- Custom Entry Field's Setup (Tab 2):** A table with columns 'Description', 'Type', and 'Initial Value'. It lists fields: 'Favorite Color' and 'Favorite Room'.

A 'Done' button is located at the bottom right of the window.

Guest Profile supports multiple '**Locations**' For each profile; these locations can be used to store additional Address, Contact Name, and phone number information for a specific profile. When adding additional locations to profiles, all the demographic information is linked back to the main profile with the location ID of '00'. It is possible to create a reservation or check-in a guest from sub accounts of the main profile, but it is recommended that the additional locations be used for informational purposes. Most hotels do not use more than one location.

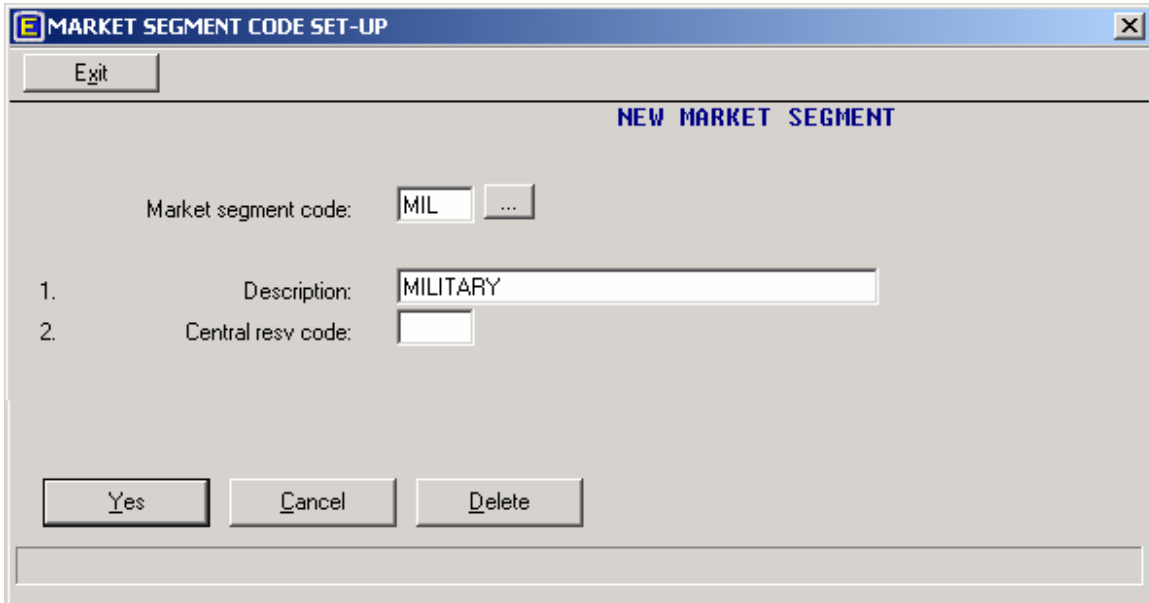
You can **import the Microsoft Outlook calendar** if you track upcoming events. You will need to export your calendar from Microsoft Outlook using the following steps in Outlook: (File -> Import-Export). Choose 'Export to a File' and Comma Separated Values (Windows). Outlook Help can give you additional information if needed. Then select your Outlook calendar folder and specify the directory into which to save the file in. The file should be saved in the Execu-Tech Installation Directory. The filename should be 'EXECCAL.CSV'. Once this is done, Guest Profile will import in the calendar from the EXECCAL.CSV file that you created.

You will not need to rebuild profiles at this time.

**Custom Entry Fields** can be set up so that you can gather information important to you about each guest.

### MARKET SEGMENT CODES

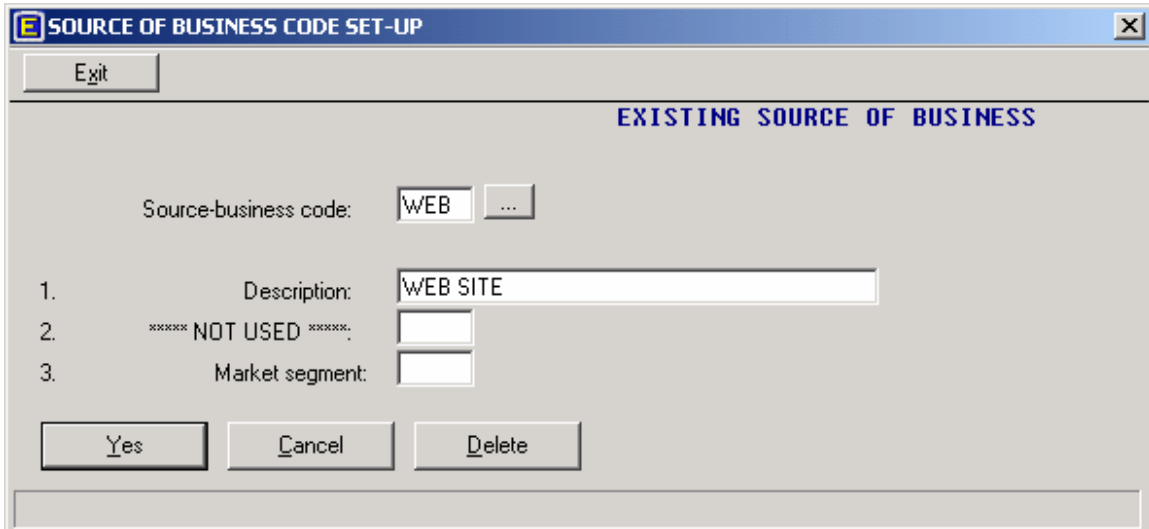
From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 7, Market Segment Codes.



Market segment refers to the segment of the population you wish to track for marketing purposes. Examples are SMERF, spring break, winter guests, corporate, and golfers.

### SOURCE OF BUSINESS CODES

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 14, Source of Business Codes.



Source of business tracks how guests hear about you. Examples are hotel locator Internet sites, magazines, chambers of commerce, word of mouth, and billboards. If a source of business is specific to a particular market segment, so indicate.

## PARAMETER RECORD

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 8, Parameter Record.

The screenshot shows the 'HOTEL Parameter Setup' window with the following fields and values:

- Property's address:** 425 W. OAK AVENUE, PANAMA CITY, FL 32401, v 850-747-0581 f 850-747-0491
- Reservations/ Front desk:**
  - Last guest folio number: 1130
  - Last confirmation number: 5001016
  - Last cancellation number: 700100
  - Payment to calculate at check-in? (O)ne day, (E)ntire stay: E
  - Ask 'Post payment' at check-in? (Y)es, (N)o, (C)ash only: C
  - Allow check out with balance due?: N
  - Default room rate code(1-5,W,M,P): 2
  - Prompt for source of business code?: N
  - Post zero amounts to travel agencies?: N
  - Verify guest's company name?: N
  - Force answer to 'split folio?': N
  - Duplicate previous code in charge/ paymt entry?: Y
  - Allow group market segmt by for each room type?: N
  - Allow more group rooms picked up than blocked?: N
- Night Audit:**
  - Interfaces active? (X=yes, Z=no): X
  - General ledger/ A/R Update terminal (1-8): 1
  - Days to keep reservation history: 180
  - Night audit cut-off time (0000:2400): 1600
  - Exclude comps form room occupancy in stats?: Y
  - Days to keep no-show reservations: 0
  - Default answer to 'Final room and tax?': N
- Other:**
  - Multiple Properties?: N
  - Property (company) codes: 01
  - Site specialty code (optional):
  - Enhanced housekeeping?:
  - Yield management?:

Buttons at the bottom: Save/ Update, Print Options, Passwords, System options.

The parameter record determines the manner in which many of the programs will function.

**Property's address:** This will print on folios and confirmation letters. You do not need to include the company name, which will print from the Company Set-up (see Page 32 to set up company).

**Last guest folio number:** This can be any number of your choosing. However, it is very important to make the folio numbers, confirmation numbers, and cancellation numbers vastly different as is illustrated above. You don't want them ever to be the same.

**Last confirmation number:** This can be any number of your choosing. However, it is very important to make the folio numbers, confirmation numbers, and cancellation numbers vastly different as is illustrated above. You don't want them ever to be the same.

**Last cancellation number:** This can be any number of your choosing. However, it is very important to make the folio numbers, confirmation numbers, and cancellation numbers vastly different as is illustrated above. You don't want them ever to be the same.

**Payment to calculate at check-in? (O)ne day, (E)ntire stay** At check-in, room and room tax will be calculated. You determine here whether you want to display the amount for one day or for the entire stay.

**Ask 'Post payment' at check-in? (Y)es, (N)o, (C)ash only:** When a check-in is completed, a dialog box can display asking if you want to post a payment now. If you want it to always display, answer Y here. If you want it to display for cash guests only, answer C here. If you want it never to display, answer N here.

**Allow check-out with balance due?** Answering Y will allow a folio to be checked out when there is a balance. We discourage this. Answering N will require a zero balance before a folio can be checked out. In the rare instances when you need to check out a folio with a balance, you can change this to Y, check out the folio, and then change it back to N. You should always check with Execu/Tech before checking out a folio without a zero balance.

**Default room rate code (1-5, W, M, P):** Rate codes 1-5 can be high to low or your preference. Rate code W is weekly and M is monthly. These rates are set up in Room Types. P is a package. Packages will be discussed in the next section. Rate code 2 is the recommended default, as this is the rate that will print on the room inventory, etc.

**Prompt for Source of Business code?:** If you want this to be a required field, answer Y here. If you do not want this to be a required field, answer N here.

**Post zero amounts to travel agency?:** If a travel agency code is entered for a guest, the amount of room and tax goes to travel agency account for calculating commissions. If you wish zero amounts to transfer to that agency for record-keeping purposes, answer Y here.

**Verify guest's company name?:** The following happens when you answer Y: when a company is entered in the Company field in reservations or check-in, this verifies that the company exists in the corporate file. This requires careful and diligent personnel. If the company does not exist, the program will prompt, 'Not on file. Set up now?' This can be a problem if the company is spelled EXECU/TECH in the corporate and personnel spell it EXECUTECH or EXECU-TECH. You could end up with several companies rather than one for a single entity. If you decide to require verification of company name, contact Execu/Tech for the proper way to use it in reservations and check-in.

**Force answer to 'split folio':** A split folio creates two folios for a guest. One is a primary folio to which room and tax will post and the other is a secondary folio for incidentals. The default is N, which means personnel can press <Enter> without entering Y or N or can answer Y if applicable. Answering Y here means that 'split folio' will be a required field and users must answer Y or N.

**Duplicate previous code in charge/ paymt entry?:** Answering Y here will enable the charge/payment screen in front desk to remember the last charge or payment code used. This is very handy if several of the same charges or payments are posted back to back such as restaurant charges. The displayed code can be overwritten when needed.

**Allow group market segmt for each room type?:** This rarely set to Y. Typically all reservations in a group are the same market segment, regardless of room type. Answering Y here will require a market segment for each room type entered into the group's room block.

**Allow more group rooms picked up than blocked?:** A travel agency or tour master might ask to have a quantity of rooms blocked, say 10. Then you receive for this group a rooming list needing 12 rooms. Answering Y here will allow this.

**Interfaces active (X=yes, Z=no):** This needs always to be X. Reorganize changes this to Z while files are reorganized, then changes it back to X. If at some point you get a message, 'night audit reorganize is in progress or improperly terminated' when you are confident that reorganize completed properly, go to this field and change the Z to X. This will rarely if ever happen.

**General ledger A/R Update terminal (1-8):** This determines to which computer general ledger and city ledger postings are sent at night audit ('Create Gen Ledger/City Ledger Postings'). All terminals have a two-digit number, which you will see in each terminal's shortcut properties. They are figured here in multiples of 8 in the following way: 01-08 will be 1-8 here. 09 will be 1; 10 will be 2; 11 will be 3, and so on. Therefore, terminal 17 will be 1 in this field. If you need further help with this, documentation is available.

**Days to keep reservation history:** Cancellations and no-shows go into reservation history at reorganize. Guests having checked in will be in house or in guest history. Enter here the number of days you want to keep reservations that we cancelled or did not show up. Typical is 180.

**Night audit cut-off time (0000-2400):** This is the time by which night audit must be done. In the example shown, 1600 means that today must be reorganized after 4:00 pm today and prior to 4:00 tomorrow. Even if

you typically run night audit at 2:00 am, you need to allow time for problems. Reorganize must be done daily and must never be done more than once a day.

**Exclude comps from room occupancy in stats?:** Comp guests are assigned a rate code 6. This figures differently than a guest with any other rate code and a zero room rate. Only rate code 6 guests are considered comps. Answer Y here if you wish to exclude them from room occupancy in statistics reports. Answer N if you wish to include them in statistics.

**Days to keep no-show reservations:** This should be 0 or 1. At reorganize, no-shows are sent into reservation history. If you want to keep no-show reservations active one day rather than zero, answer 1 here.

**Default answer to 'Final room and tax'?:** One of the programs in the night audit menu is 'Post room and tax' and there are two options: Yes to post now, and No to print only without posting. You can set here the default answer. We advise answering N until you are confident your night auditor is attentive and understand how the program works.

**Multiple properties?:** Answer Y if you have more than one property (company) sharing this database. This will enable staff to make reservations at a sister property which would be set up as a different company. If you do not want to give staff at one company access to another company, you do not have to answer Y even if you have more than one company.

**Property (company) codes:** If you answered Y to multiple properties, enter the companies sharing this database such as 01 and 02.

**Site specialty code (Optional):** Leave this blank unless advised otherwise by Execu/Tech.

**Enhanced housekeeping?:** Type **X** to disable housekeeping/room status messages. Otherwise, leave this blank unless advised otherwise by Execu/Tech.

**Yield management?:** Leave this blank unless advised otherwise by Execu/Tech.

**Print Options:**

**Folio and Registration Form Options**

Folio program name:

Folio disclaimer:

Folio size:  Laser: number of detail lines/page, non-laser: 5,7,11

Form feed on folios?:  Non-laser only

Hotel info printed at top of folio:  (A)=name/ address, (Y)=name only, (1-9) blank lines

Balance to print on DB folios:  (A)/R balance + folio, (F)olio only, folio (L)ess DB prnts

Print 2 currencies on Folio?:  1st currency description:

Exchange rate 1st to 2nd:  2nd currency description:

Registration Form

Reg Form program name:  Ask to print Reg Form at checkin?:  (Y)es, (N)o, (A)lways print

Reg Form printer:

**Folio program name:** GAFOLWIN unless advised otherwise by Execu/Tech.

**Folio disclaimer:** Type the text of the disclaimer you want to print on folios.

**Folio size:** If using laser printer, leave blank or enter the number of lines you want to print per page. If you are using a dot-matrix printer, enter the sheet size.

**Form feed on folios:** Answer Y or N if you are using dot-matrix printers. For laser or inkjet printers, type Y.

**Hotel info printed at top of folio:** Type A if you want your name and address at the top of the folio. Type Y if you want the name only. If you want blank lines type the number 1-9 of lines.

**Balance to print on DB folios:** For guests with a pay type DB, you can type A to print the A/R balance of the DB (city ledger) customer, type F to print the folio only, or type L to print the folio minus any DB payments. We recommend not setting this to A unless you want DB guests to know the city ledger balance of the customer to whom the guest's charges will be billed.

**Print 2 currencies on folio:** Type Y if you want two currencies to print on the folio balance. The second currency will print the balance; each transaction will be printed in the primary currency.

**Exchange rate 1<sup>st</sup> to 2<sup>nd</sup>:** Enter the exchange rate first currency (such as dollars) to second currency (such as pesos).

**1<sup>st</sup> currency description, 2<sup>nd</sup> currency description:** An example would be DOLLAR or EURO.

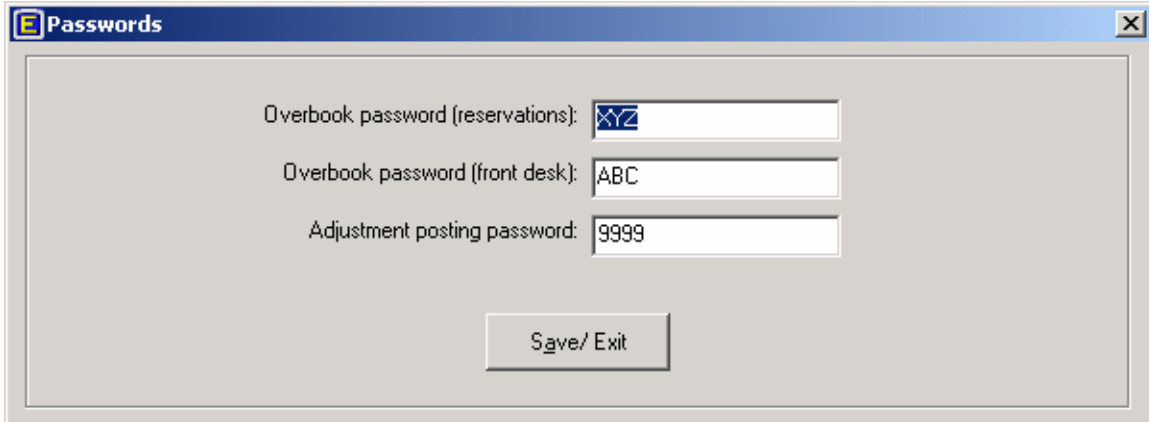
**Reg Form program name:** GAREGWIN unless advised otherwise by Execu/Tech.

**Reg Form printer:** Leave blank unless registration forms need to be sent to a printer other than the default printer for each terminal. Contact Execu/Tech if you need to redirect registration forms.

**Ask to print Reg Form at check-in ? (Y)es, (N)o, (A)lways print:** At completion of each check-in, a prompt will display, 'Print reg form now?' if you answer Y here. If you answer N here, the prompt will not display. If you answer A, a registration form will always print without prompt.

Click **Save/Exit** when you are finished with this screen.

**Passwords:**



The screenshot shows a dialog box titled "E Passwords" with a close button in the top right corner. Inside the dialog, there are three text input fields:

- Overbook password (reservations): XYZ
- Overbook password (front desk): ABC
- Adjustment posting password: 9999

At the bottom center of the dialog is a button labeled "Save/Exit".

Setting passwords will prevent overbooking in reservations and front desk unless the password is entered. They can be the same or different. An adjustment posting password will prevent staff from making adjustments in the charge and payment screen in front desk unless the password is entered.

Click Save/Exit when you are finished.

Systems Options are for older sites using Hotel©.

When you return to the main Parameter Record Set-up screen, make sure to click **Save/Update**.

## GUEST PACKAGES

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 9, Guest Packages.

PACKAGE SET-UP

Exit
Help

Enter package code.:       **EXISTING RECORD**

1      Package description.:

	CODE	AMOUNT	
2	<input type="text" value="RC"/> ROOM CHARGE	<input type="text" value="75.00"/> <input type="text"/>	<b>(C)alculate rate</b>
3	<input type="text" value="RT"/> LODGING TAX	<input type="text" value="6.00"/> <input type="text"/>	
4	<input type="text" value="BRKF"/> BREAKFAST	<input type="text" value="15.00"/> <input type="text"/>	
5	<input type="text" value="ST1"/> FOOD SALES TAX	<input type="text" value="1.50"/> <input type="text"/>	
6	<input type="text" value="GRN"/> GREENS FEES	<input type="text" value="50.00"/> <input type="text"/>	
7	<input type="text"/>	<input type="text"/> <input type="text"/>	
8	<input type="text"/>	<input type="text"/> <input type="text"/>	
9	<input type="text"/>	<input type="text"/> <input type="text"/>	
10	<input type="text"/>	<input type="text"/> <input type="text"/>	
11	<input type="text"/>	<input type="text"/> <input type="text"/>	

12      Print each charge on folio?:

13      Package type.....:

Package total:

Ok? (Y)es, (D)elete, (1-12):

(Y)es, (N)o, (D)elete, (1-13 to change)

Enter a 4-character alpha or numeric code for each package.

**1:** Enter the description of this package. This will print on the folio if field 12 is set to N.

**2-11:** Enter each the code for each charge included in this package under 'CODE'. Enter the amount of each code under 'AMOUNT'. Don't type (C) to calculate rate unless advised. As you enter each charge code and amount, the package total will display at the bottom right of the screen.

**12:** Print each charge on folio?: Answer Y if you want each charge to print on the guest folio. Answer N if you want to print the package total only. Each charge will display under 'display folio' even if you want the printed folio to show only the total.

**13:** Package type: Leave this blank if you want this package posted nightly at 'post room and tax' at audit. Type **N1** if you want this to post the first night only.

When you are finished entering information, type Y to save, type 1-13 to go back to a field to make changes, or type D to delete this package.

## SEASON RECORD

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 10, Season Record.

MANAGER SET-UP

Exit   Help

**SEASON RECORD SET-UP**

You may define up to 10 seasons, each with an associated code.  
The lines do not have to be in order.

	Begin Month Day	Ending Month Day	Room rate (1-5) * or season (A-J) **	
1	0101	0228	A	<b>EXISTING RECORD</b>  * Enter 1-5 if you wish to use one rate from the room record for each season.
2	0301	0831	B	
3	0901	1231	A	
4				** Enter A-J if you wish to set up a complete rate table for each room per season.
5				
6				
7				
8				
9				
10				

11 Weekend Rates Apply? (Y/N):      Sun:   Mon:   Tue:   Wed:   Thu:   Fri:   Sat:

Ok? Y (Y)es, (D)elete, (1-11)

<Esc> exit without saving

This is where you define your seasons. Seasons can be a single day, such as 1231, or a range.

If you use only one rate code per room type, you can use rate codes 1-5 to set up seasons. In the Room Type set-up you will enter rates for each rate code and those rates will correlate to the seasons you establish here.

If you use more than one rate code per room type, use letters A-J to set up seasons. You are limited to 10 seasons. A single season cannot cross the year-end. For example, a season cannot be 1130 to 0131 but must be two seasons: 1130 to 1231 and 0101 to 0131. The example shown uses letters A and B. As you see, two seasons can use the same rates.

**Weekend Rates Apply?** If you set up weekend rates in Room Types, answer Y to each night the weekend rates apply. You can set up and use rate codes for weekend rates if they fluctuate through the week such as when Tuesday is high, Monday is low, Saturday is highest.

At the **OK?** Prompt, type **Y** to save, **D** to delete, or 1-11 to change. To delete a single season, line 1-10, type the line number 1-10 then type # when your cursor is on that line.

## USER DEFINED COMMENTS

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/Payment Code Set-up. Go to User Defined Comments.

MANAGER SET-UP

Exit Help

USER DEFINED COMMENT SET-UP

NEW RECORD

Comment (2 or 3).....:2

Comment description.....:PETS

Number of fields (3 or 5)..:3

Field descriptions	Types
NO. OF PETS	N
KIND OF PETS	A
DEPOSIT REQ	D

Ok? Y (Y)es, (D)elete

Enter: (A)lpha (N)umeric (D)ollar

<Esc> exit without saving

User-defined comments rarely are used. On the profile, reservation and check-in screens you will see three comment lines. Each will allow up to 30 characters and may be used in any way you wish, such as storing confirmation number of a reservation from your old PMS system.

Comment 1 always prints on the confirmation letter, etc., and cannot be user-defined.

**Comment (2 or 3):** Type the number of the comment field you wish to configure.

**Comment description:** Type the description of this comment. In the above example, this hotel allows up to 2 cats and 1 dog and requires a pet deposit. The description is PETS.

**Number of fields (3 or 5).** Each comment is still limited to 30 characters. You can break those 30 characters into 3 fields of 10 characters each or 5 fields of 6 characters each.

**Field descriptions/Types:** The field descriptions will display when user is in the comment 2 or comment 3 field. 'Types' determine the type of data to be entered into each field. In this example, NO. OF PETS requires a numeric entry. KIND OF PETS requires an alpha entry. DEPOSIT REQ. requires a dollar amount.

We recommend you use this judiciously. The additional entries required of staff can be an impediment when the front desk or phones get busy.

## CORPORATE FILE

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 12, Corporate File. This is used to set up and track information about companies whose executives and staff stay at your hotel.

A dialog box with a title bar containing an 'E' icon and a close button. The text inside reads: "Enter all or part of company name: Press <Enter> to set up new company". Below the text is a text input field containing the letter 'A'.

Press <Enter> to set up a new company.

To look up an existing company, type the first few letters. Don't spell the entire company name, since it may be spelled differently.

After you press <Enter> to set up a new company, you will see the set-up screen.

A dialog box titled "COMPANY SET-UP" with a close button. It contains several input fields and labels:

- "This company?:" followed by a dropdown menu showing 'C' and the text "(Y)es, (N)o, (C)hange info."
- "Name:" followed by a text field containing "ABC COMPANY"
- "Address:" followed by a text field containing "12345 ABC ROAD"
- "City/ state/ zip:" followed by a text field containing "PANANA CITY FL 32401"
- "Rate type (P,D,R):" followed by a dropdown menu showing 'P' and a text field containing "10.00"
- "Memo:" followed by a text field containing "NOT ON WEEKENDS"
- "Memo:" followed by a text field containing "MUST HAVE ID"
- "Memo:" followed by an empty text field
- "Update information?" followed by a dropdown menu showing 'Y' and the text "(Y)es, (N)o, (D)elete"
- "Total room nights:" followed by a text field containing "0"
- "Revenue \$:" followed by a text field containing ".00"
- "Average rate \$:" followed by a text field containing ".00"
- "Last stay:" followed by an empty text field

Type the name, address, city, state, and zip code for this company.

You can set up a special rate for this company as a percentage discount (such as 10% in the example shown), a dollar discount, or a flat rate.

You can enter up to three memos or comments. When you are finished, type Y to update the information, N to not update it, or D to delete it. To change information, bring up the company through 'look up' then type C to change, as illustrated above.

Total room nights, revenue dollars, average rate, and last stay are calculated automatically and you do not need to enter anything in those fields.

### ***MEETING ROOM PARAMETERS (if using Sales)***

From the Master Menu, go to Guest Services, then Manager Menu, then Room/ Charge/ Payment Code Set-up. Select Option 13, Meeting Room Parameters. Execu/Tech's Meeting Rooms™ module is sold separately and is used to reserve and rent conference rooms, etc., in blocks of time rather than by the day.

**MANAGER SET-UP**

Exit Help

**MEETING ROOM PARAMETER SET-UP**

**NEW RECORD**

1 Last contract number.....:22301

2 Last cancellation number.....:100201

3 Confirmation letter length...:11 (11 or 14)

4 Print name & address?.....:Y (Y)es, (N)o

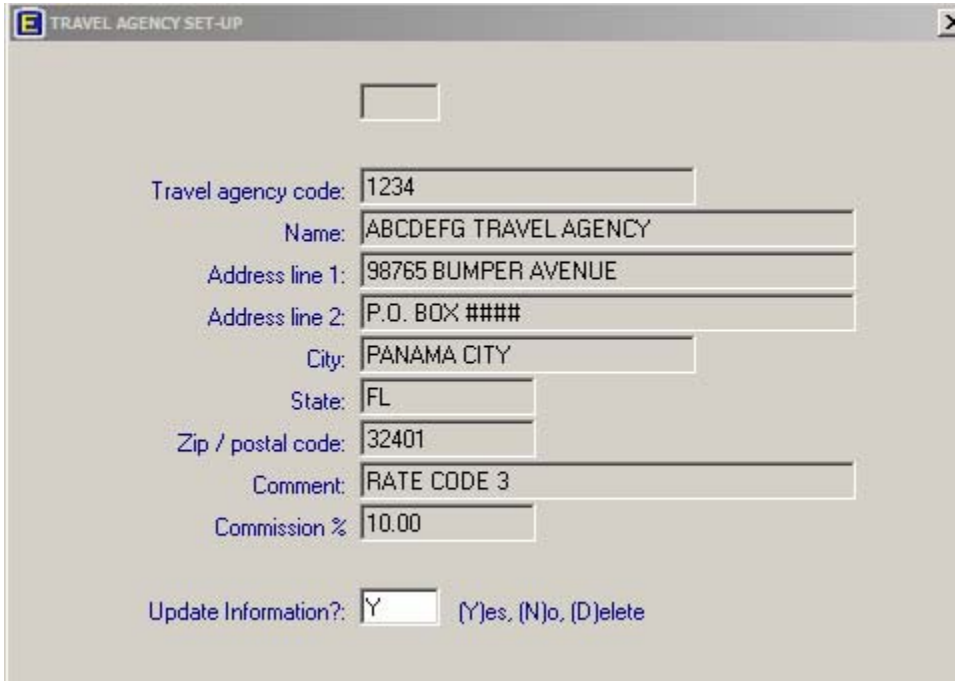
Print property name & address on confirm. letter?

<Esc> exit without saving

The set-up for meeting rooms is simple. Create a last contract number and cancellation number, remembering to keep the numbers far enough apart that they won't intersect. Enter the length of paper on which confirmation letters are to print. And answer Y or N as to whether you want your property's name and address to print on the confirmation letter. Meeting rooms are set up in Rooms and Room Types.

# TRAVEL AGENCIES

From the Master Menu, go to Guest Services, then Manager Menu, then Travel Agency Set-up. (If you are currently in the 'Manager Set-up' menu, escape/exit once.) When you get to the Travel Agency Set-up menu, go to Option 1, Set up Travel Agency.



The screenshot shows a window titled "TRAVEL AGENCY SET-UP" with a close button in the top right corner. The form contains the following fields and values:

Travel agency code:	1234
Name:	ABCDEFGH TRAVEL AGENCY
Address line 1:	98765 BUMPER AVENUE
Address line 2:	P.O. BOX #####
City:	PANAMA CITY
State:	FL
Zip / postal code:	32401
Comment:	RATE CODE 3
Commission %:	10.00
Update Information?:	<input type="checkbox"/> Y (Y)es, (N)o, (D)elete

The travel agency code may be alpha or numeric. Enter the name, address, city, state, and zip code. You may enter a comment, up to 26 characters. This can be a contact name or any other information. Enter the commission percent, such as the 10% shown. When you are finished, type Y to update, N to not update, or D to delete. To change an existing travel agency, go to Look Up Travel Agencies, enter the first letter or two and press <Enter>, then select the agency.

# System Maintenance

## COMPANY SETUP

From the Master Menu, go to System Maintenance. Go to Select Another Company.

**COMPANY SET-UP**

Enter company code:  Existing company

Company name.....:

Company password...:

Update?  (Y)es, (N)o

Each company number must be two numbers in length, such as 01. This is important to remember. Type your company name as you want it to appear on folios, reports, etc.

## USER ID SETUP

From the Master Menu, go to System Maintenance. Go to User I.D. Set-up. Go to Set Up Employee Records.

**EMPLOYEE SET-UP**

NEW RECORD

Company no.....:

Employee code.....:

Employee name.....:

Password.....:

Permissions.....:

Work code.....:

Clock-in Required?:

Social Security #:

Department.....:

Scheduled Employee:

**Ok? Y (Y)es, (N)o, (D)elete**

## USER ID SETUP, CONTINUED

Company	Enter the 2-character number of the company in which this employee will work. Type a double asterisk (**) to allow this employee into all companies. You will need at least one employee on each shift to have access to all companies in the event someone changes companies and has no ID and password to go back.
Employee code	Enter the code for this employee. This code will be the User ID and will display on the screen next to ID. This code also will display (but will not print) in the guest folio and will print on various reports. This is the code the employee will type at the 'Enter your I.D.' prompt at the login screen. This code may be alpha or numeric and may be up to four characters in length. However, if you are using Time Clock, this code must be fewer than four characters and must be alpha.
Employee name	Enter up to 30 characters for this employee.
Password	Passwords are not required but are strongly recommended. They may be 1-8 characters in length and may be alpha or numeric or a combination of both. Employee passwords are confidential and do not display nor print.
Permissions See Note below.	Locate in your Hotel folder the file MENU.FIL and open it with Notepad. You may print this file if you wish. This file lists each item on your Hotel™ menu and the program associated with each item. See Note below. In the far-right column you will see letters such as S next to System Maintenance. The letters in this column determine permissions or access to the various programs. For example, if you want this employee to have access to front desk, reservations, and night audit, you would type FRN in the Permissions field in Employee Set-up. Type a single asterisk (*) to grant access (permissions) to all programs.
Work code	Work codes are set up in the Time & Attendance program. If you are using Time & Attendance, enter the work code.
Clock-in Required?	Type Y if this employee is required to clock in. Type N if not. This field is applicable only if you are using Time & Attendance.
Social Security #	This field is applicable only if you are using Time & Attendance but you may fill in the information.
Department	This is not a required field unless you are using Time & Attendance. Departments are set in Option 2 of User ID Set-up.
Scheduled employee?	Leave this field blank unless you are using Time & Attendance and Employee Scheduling.

Note: In the each of following lines from MENU.FIL, the column at the far right determines access to the corresponding program. For example, Front Desk is F. You can edit this file as needed. For example, you may wish to change housekeeping to H.

0201Front Desk	GAMMAINT	W	F
0201Reservations	03M		R
0201Manager Menu	04M		M
0202Night Audit Menu	05M		N
0201Housekeeping Screen	GACRMST		F

## MENU-LEVEL PASSWORD SET-UP

Refer again to MENU.FIL to set up menu-level passwords. On each line you will see four numbers, followed by the program selection displayed on the menus. In the next column is the program name. Don't change this. The next column might have a printer prompt. Don't change this. The last column is Permissions, which was discussed in User ID set-up. Below is part of the GUEST SERVICES section of MENU.FIL, followed by part of the Manager Menu.

```

0200GUEST SERVICES          02
0201Front Desk              GAMMAINT   W     F
0201Reservations           03M       R
0201Manager Menu          04M       M
0202Night Audit Menu      05M       N
0201Housekeeping Screen   GACRMST   F

0400MANAGER MENU          02          02
0402Room/Charge/Payment Code Set-up GACMAINT   M
0401Print Guest Trial Balance GATRBAL   w     M
0401Print Charge/Payment/Misc. Codes GACTLREP  w     M

```

Before you edit MENU.FIL, save a copy.

If you take a moment to navigate through the menus in Hotel, you will better understand MENU.FIL. MENU.FIL begins with the Master Menu, followed by menu options such as Guest Services, which are followed by submenus.



In this example, a password has been set up for Manager Menu. Notice that we used 04M as listed in the Guest Services section, and not 02 as listed as the heading in the Manager Menu. Each program in the Guest Services menu must be handled the way.

You can set up a password to a submenu. To set a password for Room/ Charge/Payment Code Set-up you would type GACMAINT for the program name.

Make sure to keep a written record of these passwords. If you are unable to remember them the only solution will be to delete all of them.

# City Ledger Accounts Receivable

From the Master Menu, go to City Ledger then Customer Processing. Go to Set Up Customers.

Customer code:	ABC	Date First Entered:	
<b>EXISTING ACCOUNT</b>		Date Last Activity:	5/17/90
1	Customer name:	1 CONTACT NAME.....	
	ABC COMPANY		
2	Address 1:		
	222 MAIN ST		
3	Address 2:		
4	City state zip:		
	ATLANTA, GA 40222		
5	Phone number:		
6	Account type (O/B)	<input type="text" value="O"/>	
7	Active account?:	<input type="checkbox"/>	
<Esc> exit			
<input type="text" value="OK?"/> <b>OK? (Y)es, (C)ancel, (D)elete, (1-23), (T)ransactions</b>			

The **City Ledger** customer code can be alpha or numeric, up to 12 characters, but must not include spaces. You can use a hyphen if you wish.

**Account type (O/B):** O is for open item. B is for balance forward. You want to use O so that you can track your open (unpaid) items as payments are made. Balance forward payments are similar to the credit card bills you pay at home: you pay off the balance, but not specific items; Visa does not know or care that you are paying for your new shoes. All that Visa knows is you are paying toward your balance. You do not want your customers simply to pay toward a balance. You want to know specifically which items are being paid. Therefore, set this field to O.

Answer Y to '**Active account?**'.

Answer Y at the **OK?** Prompt to save.

Additional fields, such as credit limit or secondary contact, can be added to this set-up screen. They are not necessary to getting started. Documentation can be provided at a later date if you require it.

# Master Folios

In accounting terms, a folio is a 'page' of charges and payments. Each guest has a folio. All other folios are master folios. A guest folio is attached to a room number. **Master folios** are created when charges and payments need to be posted to a 'page' other than a guest 'page' or guest folio. The pages make a ledger. Guest ledger is the sum of all folios. Folios are created at Front Desk by the check-in process.

You will need a few master folios prior to going live. You will need an advance deposits folio. Entries are not posted directly into this folio unless Execu/Tech advises so. Advance deposits made on reservations go into this folio, and then move from this folder to guest folios at check-in. DEP payment code is required for advance deposits. DEPU charge code is optional and is used primarily if advance deposits are tracked in general ledger.

If you are using Execu/Touch or a point-of-sale (POS) system, you will need a Food & Beverage master folio, Gift Shop Folio, etc. If you have a call accounting interface, you will need an Admin Phone Call master folio. You may want a master folio for gift certificate sales.

A master folio is used when a guest needs room and tax posted to company or individual other than himself. For example, you might have a master folio for ABC Company, who will be paying for the room and tax for its employees staying at your hotel. Incidentals will post to the guest folio. Charges or payments are easily transferred between folios when necessary.

To create a master folio, go to Guest Services > Front Desk > Check-in. Answer No to 'does this guest have a reservation?' You will get the following screen. Remember, as you move from field to field you'll see instructions or other information at the bottom of the screen.

1 Guest name: ADVANCE DEPOSITS	Check-in/out: 4/01/03
2 Address:	Folio number:
3 City:	Reservation no:
4 St/Cty/Zip: 5	Folio balance:
6 Days/ dep. date: 999	
7 Room no /type: M	
8 Adults/children: 1 0	
9 Rate code: 2	
10 Room rate: .00	
11 Type payment: CA CASH PAYMENT	
Credit limit: .00	
12 Account no.:	
13 Expiration dte:	
14 Company:	20 Group:
	21 Market/srcce: A
15 Home phone:	22 Tax exempt?: N
16 Business phone:	23 Split folio?
17 Folio comment:	24 Master folio: 0
18 Comment 2:	25 Folio type: DE
19 Comment 3:	26 Optional:

Press <Enter> when done

(1-26) (N)otes (M)ore Names (R)eg-card print-(S)creen

**1-5: Guest Name, address, etc.:** Guest Name should be the folio name. For advance deposits, food & beverage and other similar master folios you do not have to fill in the address.

**6 Days/ dep. date:** This should be 999 for a permanent folio.

**7 Room no /type:** This should be M.

**8 Adults/ children:** This does not matter for master folios.

**9-10 Rate code, Room rate:** This does not matter for advance deposits, food & beverage and similar folios, but if this is a master folio to which room and tax will post, you will want to enter the correct rate code and/or room rate.

**11 Type payment, Credit limit:** This is a required field, but the payment type does not matter except in situations where room and tax will post to the folio. If this is a folio to which you will post charges, you will need to set a credit limit.

**12 Account no.:** On a master folio to which you will post room and tax, you might preauthorize a credit card. (You do not charge the card here). If you are using a credit interface, the account number will fill in for you. If you are using another credit card processing method, you will enter the account number. If this is a DB payment type, you will need the city ledger account. For all other payment types, this field will be passed over.

**13 Expiration dte:** Only for credit cards. If you are using a credit card interface, the credit limit will fill in for you once you enter the amount to preauthorize. If you are using another credit card processing method, you will need to type the expiration date.

**14 Company:** For folios to which room and tax will post, you can enter the company of the guest. See Corporate File set-up for more information.

**15-16 Home phone, business phone:** These fields are optional and are unnecessary in advance deposits and other similar folios.

**17-19 Folio comment and comments 2-3.** These fields are optional. Remember that comment 1 (folio comment) prints on the folio and certain reports.

**20 Group:** If this is a folio to which room and tax will post, enter the group code if a group has been set up. A group is not required in order to use a master folio.

**21 Market/srcce:** Market segment is a required field. Source of business is required if you set that option to Y in the parameter record. For advance deposits and other similar folios, it does not matter which ones you select. For folios to which room and tax will post, you will want to select the accurate ones.

**22 Tax exempt?** . For folios to which room and tax will post, answers Y if the guests attached to this master folio are tax exempt. If not all of the guests are exempt, answer N and answer Y in this field for the individual guests to which the exemption applies.

**23 Split folio?** Leave this blank for master folios.

**24 Master folio:** Do not enter anything in this field when you create a master folio.

**25 Folio type:** The folio type determines the way the folio functions.

Code	Description	Function
DE	Advance Deposits	Receives advance deposit payments from Reservations. Holds advance deposits until guests check in. Deposit payments are moved to guest folios at check-in. Updates at audit by clearing matching debits and credits after guests have checked in. Charges and payments are not posted directly to this folio.
DB	Direct Bill	Clears at reorganize, when balance is zero. This means that all detail clears. If you need to keep detail in this folio, change the folio type to MA. If this is to be a long-term DB folio and you need to keep detail, call Execu/Tech for guidance.
CL	Clearing	Clears at reorganize, when balance is zero. This means that all detail clears. Examples of this type of folio are Food & Beverage, Admin Phone Calls. CL is essential for Food & Beverage and Admin Phone Calls folios because of the quantity of entries. If you are unsure, contact Execu/Tech.
MA	Master Folio	Any folio type other than those listed above.
		There are instances where folio types other than those listed here may be used. These are rare. Execu/Tech can advise.

**26 Optional:** Enter the travel agency code here. Otherwise leave blank.

# Additional Considerations

## ***Confirmation & Cancellation Letters / Registration Forms***

The basic Confirmation Letter can be edited in Notepad. The file name is GARLETT.FIL. Locate the file in your Hotel™ directory. Right-click the file and select, 'open with'. The program you will use is Notepad. After you edit the letter, make sure to save it as 'all files' for file type, not as 'text'. Otherwise the letter will be renamed GARLETT.FIL.TXT and will not work. Make sure save a copy of GARLETT.FIL before starting.

To use an HTML editor to edit your confirmation letter, locate GARLEWIN.HTM in your Hotel™ directory. Right-click the file and select 'open with'. Select an HTML editor like Microsoft Front Page. Edit only the letter section, not the name and other fields. Make sure to save a copy of GARLEWIN.HTM before you start in case you accidentally change the formatting.

If you will be emailing confirmation letters, edit GARLETTE.FIL. If you cannot locate GARLETTE.FIL in your Hotel™ directory, you can create it by making a copy of GARLETT.FIL. Rename the copy GARLETTE.FIL. After you edit the letter, make sure to save it as 'all files' for file type, not as 'text'. Otherwise the letter will be renamed GARLETTE.FIL.TXT and will not work. Make sure save a copy of GARLETTE.FIL before you start.

To edit your Cancellation Letter, locate GARCANC.FIL in your Hotel™ directory. Right-click the file and select 'open with'. The program you will use is Notepad. After you edit the letter, make sure to save it as 'all files' for file type, not as 'text'. Otherwise the letter will be renamed GARCANC.FIL.TXT and will not work. Make sure save a copy of GARCANC.FIL before you start. Make a reservation so that you can print or email sample confirmation letters. Cancel the reservation so that you can print sample cancellation letters.

To use an HTML editor to edit your Registration Form, locate GAREGWIN.HTM in your Hotel™ directory. Right-click the file and select 'open with'. Select an HTML editor like Microsoft Front Page. You can remove fields such as license information at the bottom, or add fields such as passport number at the bottom. However, make sure not to change the formatting. Make sure to save a copy of GAREGWIN.HTM before you start in case you accidentally change the formatting.

Folio comment is edited in the Parameter Record in the Manager Menu.

## ***Logo***

The software will print a Logo on folios and confirmation letters. Obtain your logo on disk from your printer if you don't have it on a computer connected to Hotel™ on the network. The logo should be approximately between 1-2 inches wide and 1 inch high. If you use a laser or black ink printer, make sure your logo is crisp since colors can be murky when printed in black, white, and gray.

Locate HOTELOGO.GIF in your Hotel™ directory. Save a copy. Rename your logo HOTELOGO.GIF and copy it into the Hotel™ directory. Replace the existing file. (Make sure you saved a copy of the original file.)

## ***Additional Program Options***

Various messages display throughout the processing of reservations, check-in, and other programs in this software. Some of these messages are designed to reduce user error. Others are displayed for clarification. Many of these messages can be disabled quite easily. Execu/Tech can advise you as needed. A file named MENUINI.FIL contains certain program options. Execu/Tech can advise you on these options.

Some additional features, reports and user options are available without additional charge. If you have special requirements, these might meet your needs. Execu/Tech custom programming can fulfill other needs. Prices for these will be quoted based on your specifications.