

Setup your property

UNITS - Click on System to setup your property. Work your way down the list, starting with units.

Unit Setup

UNIT NAME
07
09
10
cottage

Unit Description: 3bdr 2 bath view No. of Guests: 6 Telephone:

Memo: carpets cleaned 02/02/19

OK Exit Delete

Enter the unit number, a unit description and the number of maximum people allowed in that unit. If you have a phone interface, enter the extension and special notes about the unit. You can enter as many units as you want and change them whenever you want. You can copy and paste descriptions and sort them by number or unit type.

SEASONS – These are time periods where your units have the same price. IE: Weekdays vs Weekends

If you do not want to input seasonal rates at first, no problem. It does take some time and thought. If you would just like to enter the rate manually when the booking is made or when the guest checks in, no problem. Skip This!

Seasonal Calendar - Setup

Room charges may differ according to the time of the year. A period of one or more days is called a Season.

Seasons	Periods for the current Season		
	From	To	Comments
April	4/1/2018	4/5/2018	April Weekdays
Aprilwkend	4/8/2018	4/12/2018	April Weekdays
Fallwkdays	4/15/2018	4/19/2018	April Weekdays
Fallwkends	4/22/2018	4/26/2018	April Weekdays
Seasonwkdays			
Seasonwkend			

Define Periods

Continuous Period

From: 3/16/2019 To: 3/17/2019

Repeating Period

Day: Month: Year:

Add Period

Delete Season Delete Period OK Exit

Use the From and To date to add continuous periods of time to your Seasons. The From date must always be earlier than the To date. You can have multiple dates within each Season. Use the Repeating period options to add particular types of days to your Seasons.

First, name the season. Next, if it is a date range, select a start date and end date, then click Add Period.

If it is a repeating period, like weekends, select the day type, month and year and click Add Period.

You can have unlimited seasons and unlimited rates per season.

Rates – Based on the type of unit, number of people, seasonal date and booking length.

*****If you do not want to input seasonal rates at first, no problem. It does take some time and thought. If you would just like to enter the rate manually when the booking is made or when the guest checks in, no problem. Skip this!**

Rate Plan - Setup

Unit Set Name	Contains Units	All Units
Doubleroom	07	07
	09	09
	10	10
		t

Double click on a unit in "All Units" to add it to a Unit Set. Double click on a unit in "Contains Units" to remove it from the Unit Set.

Delete Unit Set << Add All

Rate Plan Name

Standard
Weekly

Post room charge nightly
 Post room charge every _____ nights

Delete Rate Plan

Rate Plan: Standard Unit Set: Doubleroom

Season	Adults	Room Chg	Child Chg
April	1	100.00	5.00
April	2	100.00	5.00
April	3	110.00	5.00
April	4	120.00	5.00
April	5	130.00	5.00
April	6	140.00	5.00
Aprilwkend	1	110.00	7.00
Aprilwkend	2	110.00	7.00
Aprilwkend	3	120.00	7.00
Aprilwkend	4	130.00	7.00
Aprilwkend	5	150.00	7.00
Aprilwkend	6	160.00	7.00
Fallwkdays	1	89.00	0.00
Fallwkdays	2	89.00	0.00
Fallwkdays	3	89.00	0.00

Build Rate Plan Delete a Detail Other Charges

OK Exit

Give a name to the set of units that have the same price, double click on those unit numbers in the All Units list to add them to the unit set, give the rate plan a name and select whether to charge nightly or every week etc. Click Build Rate Plan and the seasons will populate the grid. Enter the price per night based on number of people in the unit. If you want to add breakfast or other charges, click on Other Charges to add those amounts to the rate plan.

Taxes – Enter your tax rates and click Inclusive if you want them to be included in the rate. For Commonwealth countries like the UK, Australia, Canada, NZ that have compulsory GST. Click Exclusive for the tax to be added on top of the rate and listed separately. For the USA.

Taxes - Setup

TAXES
State
County

Charging Basis

Percentage %
 Flat Rate

Allocation

Inclusive
 Exclusive

OK Exit Delete

In order for the taxes to show on the booking, you need to add the tax to the charges you plan to use, next step is to click on Transaction Codes to add the taxes.

Transaction Codes – the list of charges and payments used in your operation. You can add, delete and edit all those not in red. Taxes only need to be applied to charges, not payments.

Transaction Code - Setup

Charges Payments

Transaction Name	Default Charge
Cleaning Fee	30.00
Company Charge	0.00
Credit Card Fee	0.00
Group Charge	0.00
Laundry	0.00
Misc	0.00
Movies/ppv/video	0.00
Nightly Charge	0.00
Photocopying	0.00
Slip	10.00
Travel Agent Charge	0.00

■ Not Modifiable

OK Exit Delete

Taxes

Double click on an item in the "ALL Taxes" box to assign the tax to a transaction code. Click once on an item in the "Assigned Taxes" box to "De-Assign" the tax from the transaction code. MORE THAN ONE TAX CAN BE ASSIGNED TO A SINGLE TRANSACTION CODE.

Assigned Taxes	ALL Taxes
County	County
State	State

<< Assign All <<

Click on the charge name to select it, then double click on the taxes in the ALL TAXES column to add them to the charge.

Credit Cards – Enter only credit card types here. Optionally, you can enter the commission fee if you charge your guest the commission fee on top of their stay. Otherwise, leave it at 0.

Payment Methods – Enter all other types of payment methods you accept

Credit Card Types - Setup

Credit Cards

Name	%
Amex	6.00
Discover	0.00
Mastercard	0.00
Visa	0.00

OK Exit Delete

Payment Methods - Setup

Payment Methods

Cash	
Check	
Evc	

OK Exit Delete

Market Segment – This is the type of person you rent to. If you don't want them to stay again, make an entry here so you can assign it to those guests. If they call to rent, guest history will pull this up and tell you to say NO.

Business Source – This is where they found you. Use this to calculate your marketing budget and where to spend it.

Market Segment - Setup

Market Segments

Do Not Rent	
Family	
Fishing	
Fishing Tournament	
Friends	
Funeral	
Trap Shooting	
Vacation	

OK Exit Delete

Business Source - Setup

Business Sources

Airbnb	
Booking.com	
Expedia	
Return	
Vrbo	
Website	

OK Exit Delete