SMS™
SPRINGER-MILLER
SYSTEMS

Release / Feature Guide

SMS|Host v.22.1

Description of features and functionality introduced in the
v.22.100510 release for SMS|Host and related modules

Contents

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Introduction

The v.22.1 Release / Feature Guide summarizes the new features and enhancements included in the version 22.100510 release of ^{SMS}|Host, ^{SMS}|Host modules, ^{SMS}|Retail Point-of-Sale and related interfaces.

Supplemental Documentation

References to additional documentation are included where appropriate throughout this guide. All documents referenced in this guide are available through the ^{SMS}|Host HelpSite and/or the SMS Customer Community portal.

In addition, and where appropriate, direct links are included to related topics in the v.22 ^{SMS}|Host HelpSite.

The specific URL for the v.22 ^{SMS}|Host HelpSite is: https://help.springermiller.com/host/220

New Guest Privacy Features

Version 22.1 includes numerous new Guest Data Privacy features. These features are introduced and illustrated below in this section.

<u>Note</u>: The new privacy features included in v.22.1 are detailed in SMS document # 1019700, the *Personal Data Privacy Users' Guide* (available through the ^{SMS}|Host v.22 HelpSite).

Change Tracking for Guest Privacy Settings

Beginning with v22.1, ^{SMS}|Host tracks changes to the Guest Tile Privacy Settings

Expanded Logging

Properties may also track the reason for the changes to the Guest Privacy settings.

Privacy Setting Change Reason Codes

Standard Privacy Setting Changes Reason codes may be configured in Miscellaneous Files and Codes (under Guests and Profiles)

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Privacy setting *change reason tracking* can be enabled in **Miscellaneous Rates and Defaults**, **Guest Tile Settings 2** (path **FLA2**).
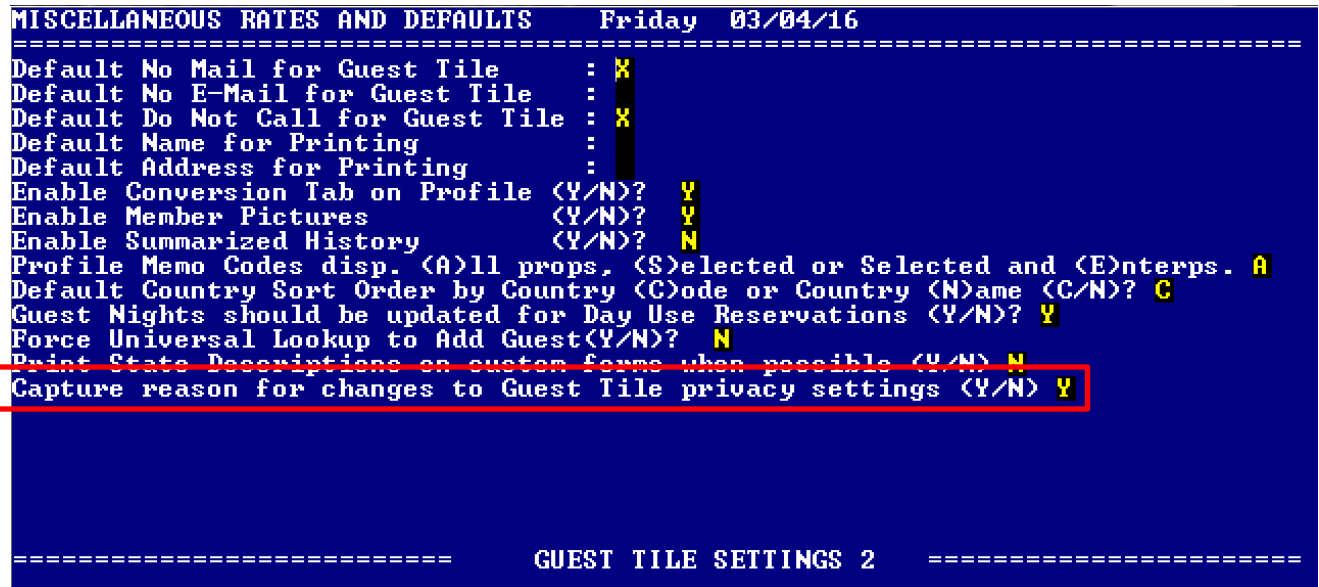
When 'privacy setting change reason tracking' is enabled, whenever a change is made to any of the 3 privacy settings (checked or unchecked), the user will be prompted to select a pre-configured Reason Code
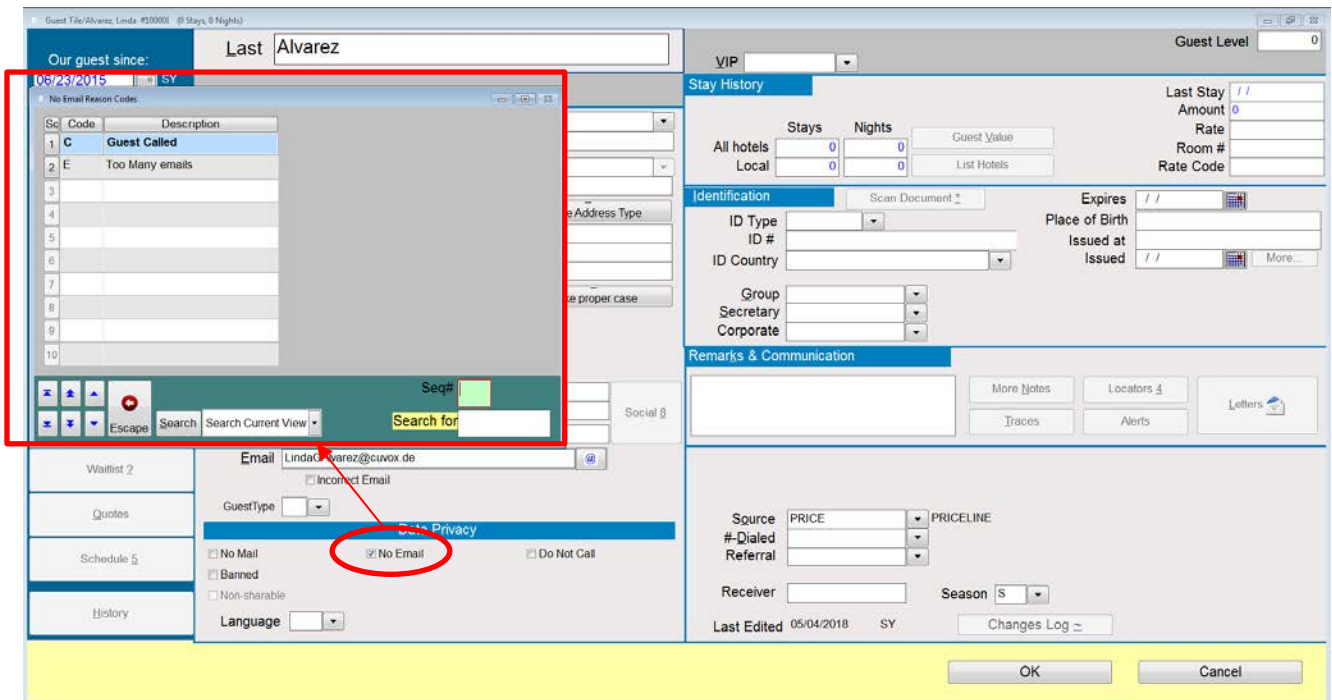
After selecting a Reason Code, the user may also enter additional freeform text:
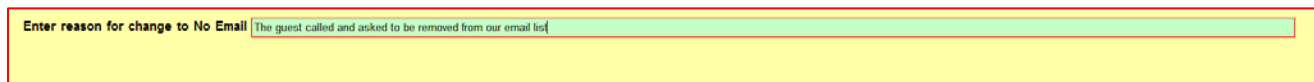
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The Reason Code and Description and the user's freeform text are captured in the Guest Tile Changes Log

Date	Time	Op	Activity	Workstation ID
05/04/2018	**11:22**	**SY**	**"No Email" Checked**	**ABDELA-LT0**
			Reason Code: E - Too Many emails	
			The guest called and asked to be reomved	
			from our email list	
05/04/2018	10:59	SY	"Do Not Call" Unchecked	ABDELA-LT0
05/04/2018	10:57	SY	"Do Not Call" Checked	ABDELA-LT0
06/23/2015	10:12	SY	Email Added: LindaGAlvarez@cuvox.de	192.168.10.81

Changes Log   05/04/18-11:27

Escape

Guest Data Privacy Report

A new report has been added that allows you to have a comprehensive view of information that your property has collected about a guest. The Guest Data Privacy Report may be printed or export to a CSV file. It can also be directly e-mailed to guests upon request. Access to this report is controlled by a new user clearance.   The Guest Tile Changes Log tracks the date, time and user when the report is run.

Sample Report

```
                         Guest Privacy Report (Confidential)

Hotel's Guest Identifier: 100003

Name: Abbey, Isabel

Privacy Settings: Receive Printed Mail: Opted-In
                  Receive Email: Opted-In
                  Receive Calls: Opted-In

Company: Holly Tree Inn                        Position: Director of Sales

Address: 60 rue des Capucines
         Suite 2441
         Versailles
         FR

Phones: 33-994-03-041

Email Address: izzya_6155@psms.com

Identification Numbers:
======================
ID Type                   ID #                  Issued Date  Issued Place       Expiration Date
-----------------------------------------------------------------------------------------------
Driver's License          9799977964            01/05/05
Passport                  11390803              01/01/15     Paris, France      05/29/19
Springer-Lodge            7799721221
Alaska/Horizon Airlines   313100199
American Airlines         797997461
Budget                    46464464646
Avis                      64664997799

Social Media Links
==================
www.facebook.com/
www.linkedin.com/
www.twitter.com/
www.facebook.com/2

Mrs. Abbey, Isabel    Female   DOB: 01/01/79   Unknown ID: XXXXXXX88

Height: 5'2"(157cm)   Weight: 121lbl (55kg)

Golf HandiCap: 5

Restrictions: Asthma
              High Blood Pressure
              High Cholesterol
              Diabetes

Provider Preference: Female Employee Requested

Preferred Employee: Mika Hershfeld

Photo On file
```


Note: The new privacy features included in v.22.1, and the Guest Data Privacy Report, are detailed in SMS document # 1019700, the *Personal Data Privacy Users' Guide* (available through the ^{SMS}|Host v.22 HelpSite).

Guest Anonymization

Privacy regulations in certain jurisdictions provide consumers with the "right to be forgotten" by a business. Version 22.1 introduces the ability to 'anonymize' Guest Tiles. Guest Tile Anonymization is the process of removing information that can be used to identify a guest as an individual, thereby making the Guest Tile 'anonymous'.

A new "Anonymization" tool has been added to version 22.1 of ^{SMS}|Host. This tool allows properties to anonymize guest information.   This tool may be used on-demand by the property when a guest requests to be 'forgotten'.   When a guest is anonymized, the guest's personal information is purged from the system such that they can no longer be personally identifiable.   Basic guest identity information such as name, address, phone numbers and email address are removed thereby making the guest and their related data anonymous (no longer attributable to an individual/specific person).

All business data (e.g. reservations, folio transactions, scheduling bookings, etc…) are cleansed of information that can be used to associate the records to a person; but these records remain intact in order to preserve business reporting integrity.

Note: The new privacy features included in v.22.1, and Guest Anonymization, are detailed in SMS document # 1019700, the *Personal Data Privacy Users' Guide* (available through the ^{SMS}|Host v.22 HelpSite).

Enhancements to the Changes Report

The Changes Report (Path RR4IC) has been enhanced to report on changes to Guest Tiles as it previously only reported changes to Reservations. This enables you to report on changes to Privacy Settings, running of the Privacy Report and Anonymization.

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Sample Report Output

```
GUEST CHANGES REPORT                                    Springer Lodge  03/04/16 12:52:23  SY  Page - 1
     Period: 05/14/18 - 05/15/18    Includes: | Guests | Changes: ALL
Properties: ALL
----------------------------------------------------------------------------------------------------------
                                   Res#     Arrival-Depart    Changed  Time  By  Description
     Guest#  Name                  Unit     Lev
==========================================================================================================
     100003  Abbey, Isabel                                    05/14/18 11:05 SY  Guest Privacy Report was run - Printed
                                                                                 format
     100004  Abbott, Robert                                   05/14/18 11:35 SY  Guest Privacy Report was run - Printed
                                                                                 format
     100004  Abbott, Robert                                   05/14/18 11:35 SY  Guest Privacy Report was run - Printed
                                                                                 format
     100005  Able, Nancy                                      05/14/18 11:35 SY  Guest Privacy Report was run - Printed
                                                                                 format
     100006  Adair, Andy                                      05/14/18 11:46 SY  Guest Privacy Report was run - Printed
                                                                                 format
     100006  Adair, Andy                                      05/14/18 11:46 SY  Guest Privacy Report was run - CSV
                                                                                 format
     100004  Abbott, Robert                                   05/14/18 11:51 SY  Guest Privacy Report was run - Printed
                                                                                 format
     100004  Abbott, Robert                                   05/14/18 11:55 SY  Guest Privacy Report was run - Printed
                                                                                 format
     100004  Abbott, Robert                                   05/14/18 11:55 SY  Guest Privacy Report was run - CSV
                                                                                 format
     10000S  {Anonymized, Anonymized G                        05/14/18 12:48 SY  "No Mail" Checked
                                                                                 Guest Tile was anonymized

     10000S  {Anonymized, Anonymized G                        05/14/18 12:48 SY  "No Email" Checked
                                                                                 Guest Tile was anonymized

     10000S  {Anonymized, Anonymized G                        05/14/18 12:48 SY  "Do Not Call" Checked
                                                                                 Guest Tile was anonymized

     10000S  {Anonymized, Anonymized G                        05/14/18 12:48 SY  Anonymized => Yes

     10000S  {Anonymized, Anonymized G                        05/14/18 12:48 SY  Anonymized - Guest request
```

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You may also run the report for a specific change that is contained in the change text (i.e. "Privacy Report" or "Anonymized")

```
GUEST CHANGES REPORT                                    Springer Lodge  03/04/16 13:18:05  SY  Page - 1
     Period: 05/14/18 - 05/15/18    Includes: | Guests | Changes: ANON
Properties: ALL
----------------------------------------------------------------------------------------------------------
                                   Res#     Arrival-Depart    Changed  Time  By  Description
     Guest#  Name                  Unit     Lev
==========================================================================================================
     10000S  {Anonymized, Anonymized G                        05/14/18 12:48 SY  "No Mail" Checked
                                                                                 Guest Tile was anonymized

     10000S  {Anonymized, Anonymized G                        05/14/18 12:48 SY  "No Email" Checked
                                                                                 Guest Tile was anonymized

     10000S  {Anonymized, Anonymized G                        05/14/18 12:48 SY  "Do Not Call" Checked
                                                                                 Guest Tile was anonymized

     10000S  {Anonymized, Anonymized G                        05/14/18 12:48 SY  Anonymized => Yes

     10000S  {Anonymized, Anonymized G                        05/14/18 12:48 SY  Anonymized   Guest request
```

Secure Data Extract

Effective with the v.22.1 release of ^{SMS}|Host, Springer-Miller Systems will no longer support access from external parties to harvest, scrape or mine data directly from a property's system – all Vendors will need to obtain data using an SMS-sanctioned export.

To help ensure that you and your vendors migrate to sanctioned exports, we have developed an inexpensive tool to facilitate the transition. This approach enables systems to utilize our new Secure Data Extract (SDE) utility which has been built to support automated, schedulable, secure, one-way data exports.

The SDE benefits your property by:

- Security: sensitive data are removed prior to transmission

- Protection: encryption in transmission complies with data privacy requirements

- Reliability: consistent and dependable delivery of data

- Automation: fully autonomous processing

- Speed: much smaller data feeds result in much shorter transmission periods

- Frequency: smaller extracts create the potential for greater frequency of exports

- Performance Safeguard: reliance on a sanctioned export protects against unintended performance degradation for your customers

Important Note: In order to upgrade to ^{SMS}|Host v.22.1, all systems will need to communicate with 3rd party products via an interface or a sanctioned export. Any products that are currently accessing data directly from ^{SMS}|Host will need to leverage the Secure Data Extract when running v.22.1.

Please contact your vendors and encourage them to visit www.springermiller.com/SDE to access information for this data security program. Initiating this process quickly will help avoid any disruption in service.

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Change to the Order of Auto-Posted Transactions

A change has been made to the order of auto-posted transactions such that taxes and service charges/gratuities display and print beneath each revenue transaction instead of at the end/bottom.

Previous versions:

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Version 22.1

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City Ledger and Membership Aging

A new transaction aging analysis feature has been added to City Ledger and Membership accounts which provides a detailed view of aging for each transaction.

Select "**Zoom / Aging**" from the **Statement Options** section of the C/L or Membership account screens.
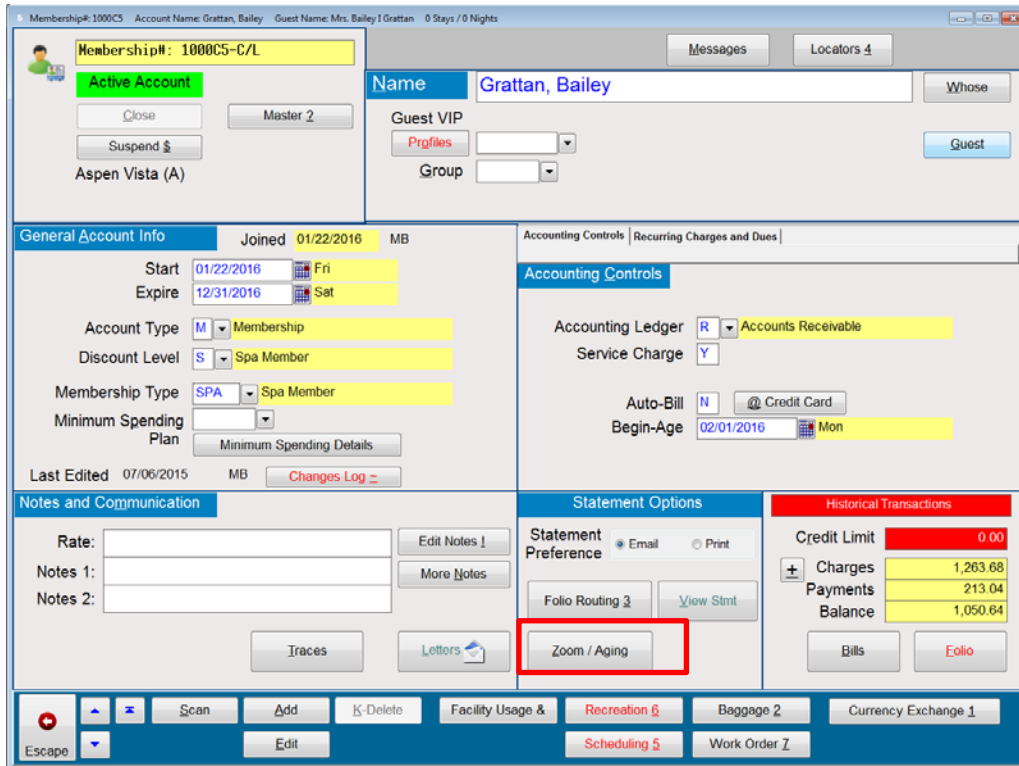
The following displays to prompt selection of folio(s) to include in the aging grid.
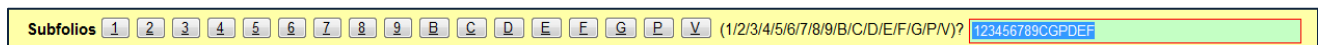
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After selecting the sub-folios the following new aging screen displays:

This displays the aging summary for the selected sub-folios as well a grid with the transaction detail.   Each transaction amount is placed into one of the aging periods according the transaction's age.   Aging is calculated based on the account's Begin-Age Date or as of today if the Begin-Age date on the account is blank.

The aging grid also reflects payments and applies them to the oldest transactions. Here is the same account as above after a payment of 150.00 is posted (30 day balance bucket is reduced)

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Aged Receivables

Membership # 1000C5 - Grattan, Bailey

| | Transaction Detail | | Others | |

Date	FoliCode	Description	Charges	Payment	Current	30 Days	60 Days	90 Days	120 Days	
01/28/16	1 ZSPAOA	Oasis Spa Room #/1000‑	134.50	0.00	0.00	0.00	0.00	0.00	0.00	
01/31/16	1 ZXGIBQ	Boutique Room C#/1000!	78.54	0.00	0.00	63.04	0.00	0.00	0.00	
02/04/16	1 MBDUES	Spa Membership 01/31/1	150.00	0.00	150.00	0.00	0.00	0.00	0.00	
02/05/16	1 ZSPAOA	Oasis Spa Room #/1000!	157.10	0.00	157.10	0.00	0.00	0.00	0.00	
02/10/16	1 ZSPAOA	Oasis Spa Room #/1000!	177.48	0.00	177.48	0.00	0.00	0.00	0.00	
02/18/16	1 ZSPAOA	Oasis Spa Room #/1000!	221.98	0.00	221.98	0.00	0.00	0.00	0.00	
02/26/16	1 ZSPAOA	Oasis Spa Room #/1001(	344.08	0.00	344.08	0.00	0.00	0.00	0.00	
03/04/16	1 PYCHEK	Payment - Check	0.00	150.00	0.00	0.00	0.00	0.00	0.00	

Aging

Current	1,050.64
30 Days	63.04
60 Days	0.00
90 Days	0.00
120 Days	0.00

Total	1,113.68
S/D	0.00

Last Chrg	344.08
Date	02/26/16

Last Pymt	150.00
Date	03/04/16

Begin Age	02/01/16

Export   As of Date   Print   Info   A Date Folio Code Description Charges   6 Back Office #   Escape

Aging As-of-Date

You can use the "**As-of-date**" to display aging as of a date in the past. However, the "As-of-Date" cannot be earlier than the "Begin-Age Date".   Transactions that were posted after the As-of-Date will be excluded from the display and aging calculations. For example, the payment above was posted on 03/04/2016; displaying the aging with As-of-Date 03/03/2016 *(before the payment was posted)* will display the following *(payment excluded and reflected in the transactions' aging)*:

Printing the Account's Aging

You can also print the account's aging from the Account Aging Grid using the Print command.

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Exporting the Account's Aging

The Export command can be used to export the current aging view to a spreadsheet. The system will prompt the user to select the location to save the file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	TGUEST	TRES	TDATE	TFOLIO	TCODE	TDESCRIP	TCREDIT	TDEBIT	INVOICE	INVOICEDATE	ITYPE	Current	30 Days	60 Days	90 Days	120 Days	Credits	
2	1000BE	1000C5	28-Jan-16	1	ZSPAOA	Oasis Spa Room #/10004X	0.00	134.50		- -		0.00	0.00	0.00	0.00	0.00	0.00	
3	1000BE	1000C5	31-Jan-16	1	ZXGIBQ	Boutique Room C#/10009H	0.00	78.54		- -		0.00	63.04	0.00	0.00	0.00	0.00	
4	1000BE	1000C5	04-Feb-16	1	MBDUES	Spa Membership 01/31/16	0.00	150.00		- -		150.00	0.00	0.00	0.00	0.00	0.00	
5	1000BE	1000C5	05-Feb-16	1	ZSPAOA	Oasis Spa Room #/1000DE	0.00	157.10		- -		157.10	0.00	0.00	0.00	0.00	0.00	
6	1000BE	1000C5	10-Feb-16	1	ZSPAOA	Oasis Spa Room #/1000KA	0.00	177.48		- -		177.48	0.00	0.00	0.00	0.00	0.00	
7	1000BE	1000C5	18-Feb-16	1	ZSPAOA	Oasis Spa Room #/1000RG	0.00	221.98		- -		221.98	0.00	0.00	0.00	0.00	0.00	
8	1000BE	1000C5	26-Feb-16	1	ZSPAOA	Oasis Spa Room #/10010L	0.00	344.08		- -		344.08	0.00	0.00	0.00	0.00	0.00	
9	1000BE	1000C5	04-Mar-16	1	PYCHEK	Payment - Check	150.00	0.00		- -		0.00	0.00	0.00	0.00	0.00	(150.00)	
10																		

Aged Receivables Report

The Aging Grid uses a new algorithm which, for consistency, is also used by the C/L and Membership statements and folio aging, as well as by the Aged Receivables report (Path **RR2GA**).

A new prompt has been added to the Aged Receivables report that allows you to determine whether to run the legacy aging algorithm/program or the new.

Run [Classic] or [New] Aged Receivables Report? (C/N)? [|]

Excluding Checked-out Reservations by Departure Date

The following prompt in the New Aging report allows you to exclude checked-out reservations based on their departure date

Only Include Check OUT Reservation Departed After This date:

Limiting how far back the report looks at checked-out reservations improves the report performance (speed)

New Aging Report Formats

The New Aging Report provides multiple formats

Do you want a report by a property [Snapshot,] [Summary] per account or [Detail] account? (a/S/D)? [D]

Aging Snapshot Format

The Snapshot format provides high-level aging without any account or transaction detail

Sample:

```
AGED ACCOUNTS RECEIVABLE                        Springer Lodge           03/04/16 17:33:50  SY Page-1
All Properties                                  Include: CMIO
Account Types: CGHLMWXZ                          Postings Through: 02/29/16
Include Folio(s): 123456789T                     Accounting Ledger Classifications:
=====================================================================================================
                                   Current  > 30 Days  > 60 Days  > 90 Days  > 120 Days
=====================================================================================================
INH Reservation              -1146.26
OUT Reservation              -6798.64
City Ledger                    650.00   24902.35      10.00
Membership                  101088.91    3213.31
```

Aging Summary Format

The Summary format provides account-level aging

Sample:

```
AGED ACCOUNTS RECEIVABLE                        Springer Lodge           03/04/16 17:44:44  SY Page-1
All Properties                                  Include: CMIO
Account Types: CGHLMWXZ                          Postings Through: 02/29/16
Include Folio(s): 123456789T                     Accounting Ledger Classifications:
=====================================================================================================
Typ Guest# Guest Name          Company           Resno#    Current  > 30 Days  > 60 Days  > 90 Days  > 120 Days
=====================================================================================================
    100003 Abbey, Isabel : Holly Tree Inn       1000AM   -2799.55
    100004 Abbott, Robert                       1000J8    -281.40
    100000 Anderson, Bruce : ACME Tool Company  1000HR    -609.76
    100019 Augustine, Stephanie : Harold's      1000FP    -336.90
    10001W Barry, Lorraine : Star Bright Investment 1000HX -281.40
    100026 Belanger, Fanette : Independent Investor 1000EV -614.40
    100027 Beltran, Patrick                     1000FC    -303.60
    10005S Cobb, Rosa : Electric Avenue         1000FB    -303.60
    10008Y Fales, Richard                       1000FV    -288.80
    1000AK Garvey, Margaret : Hughes Markets    1000I2    -609.76
    1000G9 Kendrick, Richard                    1000DD    -570.00
    1000GP King, Marvis : Anderson-Little       1000I8    -669.90
    1000JE Machado, Roberto : Greenwich IGA     1000EX    1244.96
    1000L5 Milone, Jason : Pro-Care Garden Maintena 1000EY   10.95
    1000MG Newell, Martha : Waccamaw Pottery    1000FO    -647.21
    1000MV Olsen, Lorena                        1000F1    -647.21
    1000OG Pollock, Troy : Modern Realty        1000EK     558.90
    1000PD Resendez, Michael : Lafayette Radio  1000D7    -554.46
    1000UW Tower, Peter : The Lawn Guru          1000EU     405.45
    1000WM Wilhelm, Hannelore : Briazz          1000F3    -647.21
-----------------------------------------------------------------------------------------------------
Subtotal For C/L Type :                                  -7944.90
-----------------------------------------------------------------------------------------------------
 C  1000YM Codeco Corporation,  : Codeco Corporatio 1000GG          970.20
 C  1000YN New Haven Biofitter Corp,  : New Haven B 1000GH         1470.51
-----------------------------------------------------------------------------------------------------
Subtotal For C/L Type : C Corporate                              2440.71
-----------------------------------------------------------------------------------------------------
 G  1000Y5 Country Bike Tours,  : Country Bike Tour 100070         4511.95
 G  1000Y7 Wilson-Cane Wedding,  : Wilson-Cane Wedd 100098        17612.34
-----------------------------------------------------------------------------------------------------
Subtotal For C/L Type : G Group                                 22124.29
-----------------------------------------------------------------------------------------------------
 H  1000YT House Accounts,                      1000H4                                       10.00
 H  1000YT House Accounts,                      1000H5               337.35
 H  1000YX Gift Certificate Sales,  : The Springer 1000JO   250.00
-----------------------------------------------------------------------------------------------------
Subtotal For C/L Type : H House Accounts                   250.00    337.35       10.00
-----------------------------------------------------------------------------------------------------
 L  1000AK Garvey, Margaret : Hughes Markets    1000JG    400.00
-----------------------------------------------------------------------------------------------------
Subtotal For C/L Type : L Local Guest                      400.00
-----------------------------------------------------------------------------------------------------
 M  100003 Abbey, Isabel : Holly Tree Inn       1000AL   3104.27
 M  100000 Anderson, Bruce : ACME Tool Company  1000B5             3213.31
 M  100000 Anderson, Bruce : ACME Tool Company  1000B6   1234.00
 M  10000U Andrew, Ralph                        1000B7    431.94
 M  10001F Bacon, Markus                        1000AB    569.63
```

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Aging Detail Format and Export

The Detail format provides transaction-level aging. This format also allows you to export the aging report to a spreadsheet.

Sample

```
AGED ACCOUNTS RECEIVABLE                    Springer Lodge          03/04/16 17:51:16  SY Page-1
All Properties                              Include: CMIO
Account Types: CGHLMWXZ                      Postings Through: 03/01/16
Include Folio(s): 123456789T                Accounting Ledger Classifications:
==================================================================================================================
Guest# Guest Name            Company          Accnt# Begin-Age    Typ Prp Lev Account Name
       Date      F Invoice   Inv Date TrnNum Code   Description            Charges   Payments    Current  > 30 Days  > 60 Days  > 90 Days  > 120 Days
==================================================================================================================
100003 Abbey, Isabel : Holly Tree Inn        1000AM     /  /      D   OUT Abbey, Isabel

       02/24/16 T 000100129 03/04/16 1003Z5 ROOM   Room Rate              590.00     0.00
       02/24/16 T 000100129 03/04/16 1003Z5 XTXS   State Sales Tax         47.20     0.00
       02/24/16 T 000100129 03/04/16 1003Z5 XTXC   City Sales Tax          17.70     0.00
       02/24/16 T 000100129 03/04/16 1003Z5 XTXA   Accommodation Tax       15.00     0.00
       02/25/16 T 000100129 03/04/16 10040H ININTR Internet Access Charge  10.95     0.00
       02/25/16 T 000100129 03/04/16 10042Y ROOM   Room Rate              590.00     0.00
       02/25/16 T 000100129 03/04/16 10042Y XTXS   State Sales Tax         47.20     0.00
       02/25/16 T 000100129 03/04/16 10042Y XTXC   City Sales Tax          17.70     0.00
       02/25/16 T 000100129 03/04/16 10042Y XTXA   Accommodation Tax       15.00     0.00
       02/26/16 T 000100129 03/04/16 100453 ININTR Internet Access Charge  10.95     0.00
       02/26/16 T 000100129 03/04/16 100478 ROOM   Room Rate              610.00     0.00
       02/26/16 T 000100129 03/04/16 100478 XTXS   State Sales Tax         48.80     0.00
       02/26/16 T 000100129 03/04/16 100478 XTXC   City Sales Tax          18.30     0.00
       02/26/16 T 000100129 03/04/16 100478 XTXA   Accommodation Tax       15.00     0.00
       02/27/16 T 000100129 03/04/16 10049N INPHLO Phone - Local            1.00     0.00
       02/27/16 T 000100129 03/04/16 10049O ININTR Internet Access Charge  10.95     0.00
       02/27/16 T 000100129 03/04/16 1004AE INMOVI Movie Charge             8.50     0.00
       02/27/16 T 000100129 03/04/16 1004BC ROOM   Room Rate              610.00     0.00
       02/27/16 T 000100129 03/04/16 1004BC XTXS   State Sales Tax         48.80     0.00
       02/27/16 T 000100129 03/04/16 1004BC XTXC   City Sales Tax          18.30     0.00
       02/27/16 T 000100129 03/04/16 1004BC XTXA   Accommodation Tax       15.00     0.00
       02/28/16 T 000100129 03/04/16 1004BW TIFDB  IRD Food Breakfast      33.20     0.00
       02/18/16 T 000100129 03/04/16 10037V PYMC   XXXX0776                 0.00    692.10     -692.10
       02/28/16 T 000100129 03/04/16 1004BX PYMC   XXXX0776                 0.00   2107.45    -2107.45
       ----------------------------------------------------------------------------------------
                                                                       -2799.55     0.00       0.00       0.00       0.00       0.00

1000PD Resendez, Michael : Lafayette Radio   1000D7     /  /      D   OUT Resendez, Michael

       02/25/16 1            /  /     10042V ROOM   Room Rate              486.00     0.00
       02/25/16 1            /  /     10042V XTXS   State Sales Tax         38.88     0.00
       02/25/16 1            /  /     10042V XTXA   Accommodation Tax       15.00     0.00
       02/25/16 1            /  /     10042V XTXC   City Sales Tax          14.58     0.00
       02/26/16 1            /  /     100447 ZTKTDT Desert Tours Ro#/10010H 546.00     0.00
       02/26/16 1            /  /     10045A ININTR Internet Access Charge  10.95     0.00
       02/26/16 1            /  /     100474 ROOM   Room Rate              504.00     0.00
       02/26/16 1            /  /     100474 XTXS   State Sales Tax         40.32     0.00
       02/26/16 1            /  /     100474 XTXC   City Sales Tax          15.12     0.00
       02/26/16 1            /  /     100474 XTXA   Accommodation Tax       15.00     0.00
       02/27/16 1            /  /     1004B6 ROOM   Room Rate              504.00     0.00
       02/27/16 1            /  /     1004B6 XTXS   State Sales Tax         40.32     0.00
       02/27/16 1            /  /     1004B6 XTXC   City Sales Tax          15.12     0.00
       02/27/16 1            /  /     1004B6 XTXA   Accommodation Tax       15.00     0.00
       02/28/16 1            /  /     1004DC ZTKTDT Desert Tours Ro#/10013C 386.00     0.00
       02/28/16 1            /  /     1004EQ ROOM   Room Rate              486.00     0.00
       02/28/16 1            /  /     1004EQ XTXS   State Sales Tax         38.88     0.00
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SMS

Sample Exported Aging Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	TGUEST	TRES	TDATE	TFOLIO	TCODE	TDESCRIP	TCREDIT	TDEBIT	INVOICE	INVOICEDATE	ITYPE	Current	30 Days	60 Days	90 Days	120 Days	Credits	
38	100004	1000J8	29-Feb-16	1	XTXC	City Sales Tax	0.00	7.20		- -		0.00	0.00	0.00	0.00	0.00	0.00	
39	100004	1000J8	01-Mar-16	1	ZTKTDT	Desert Tours Ro#/10015R	0.00	546.00		- -		0.00	0.00	0.00	0.00	0.00	0.00	
40	100004	1000J8	01-Mar-16	1	ROOM	Room Rate	0.00	240.00		- -		0.00	0.00	0.00	0.00	0.00	0.00	
41	100004	1000J8	01-Mar-16	1	XTXS	State Sales Tax	0.00	19.20		- -		0.00	0.00	0.00	0.00	0.00	0.00	
42	100004	1000J8	01-Mar-16	1	XTXA	Accommodation Tax	0.00	15.00		- -		0.00	0.00	0.00	0.00	0.00	0.00	
43	100004	1000J8	01-Mar-16	1	XTXC	City Sales Tax	0.00	7.20		- -		0.00	0.00	0.00	0.00	0.00	0.00	
44	100004	1000J8	26-Feb-16	1	PYVISA	XXXX1111	281.40	0.00		- -		(281.40)	0.00	0.00	0.00	0.00	(281.40)	
45	100000O	1000B5	28-Dec-15	1	OP-BAL	Open Balance -January	0.00	142.40		- -		0.00	0.00	0.00	0.00	0.00	0.00	
46	100000O	1000B5	01-Jan-16	1	MBDUES	Golf Membership 01/31/16	0.00	2,500.00		- -		0.00	2,500.00	0.00	0.00	0.00	0.00	
47	100000O	1000B5	03-Jan-16	1	ZGLFAA	Golf Shop Room #/1000EW	0.00	228.00		- -		0.00	228.00	0.00	0.00	0.00	0.00	
48	100000O	1000B5	07-Jan-16	1	ZGLFAA	Golf Shop Room #/1000JP	0.00	58.00		- -		0.00	58.00	0.00	0.00	0.00	0.00	
49	100000O	1000B5	11-Jan-16	1	ZGLFAA	Golf Shop Room #/1000NC	0.00	61.40		- -		0.00	61.40	0.00	0.00	0.00	0.00	
50	100000O	1000B5	15-Jan-16	1	ZGLFAA	Golf Shop Room #/1000QY	0.00	58.00		- -		0.00	58.00	0.00	0.00	0.00	0.00	
51	100000O	1000B5	19-Jan-16	1	ZGLFAA	Golf Shop Room #/1000VP	0.00	117.00		- -		0.00	117.00	0.00	0.00	0.00	0.00	
52	100000O	1000B5	22-Jan-16	1	ZGLFAA	Golf Shop Room #/1000YD	0.00	61.40		- -		0.00	61.40	0.00	0.00	0.00	0.00	
53	100000O	1000B5	27-Jan-16	1	ZGLFAA	Golf Shop Room #/10015A	0.00	129.51		- -		0.00	129.51	0.00	0.00	0.00	0.00	
54	100000O	1000B5	01-Jan-16	1	PYVISA	XXXX1111	142.40	0.00		- -		0.00	0.00	0.00	0.00	0.00	(142.40)	
55	100000O	1000B6	28-Dec-15	1	OP-BAL	Open Balance -January	0.00	307.30		- -		0.00	0.00	0.00	0.00	0.00	0.00	
56	100000O	1000B6	31-Dec-15	1	ZSPAOA	Oasis Spa Room #/1000AY	0.00	290.60		- -		290.60	0.00	0.00	0.00	0.00	0.00	
57	100000O	1000B6	01-Jan-16	1	MBDUES	Spa Membership 01/31/16	0.00	150.00		- -		150.00	0.00	0.00	0.00	0.00	0.00	
58	100000O	1000B6	08-Jan-16	1	ZSPAOA	Oasis Spa Room #/1000LE	0.00	264.60		- -		264.60	0.00	0.00	0.00	0.00	0.00	
59	100000O	1000B6	20-Jan-16	1	ZSPAOA	Oasis Spa Room #/1000WY	0.00	283.80		- -		283.80	0.00	0.00	0.00	0.00	0.00	
60	100000O	1000B6	24-Jan-16	1	ZSPAOA	Oasis Spa Room #/10011V	0.00	245.00		- -		245.00	0.00	0.00	0.00	0.00	0.00	
61	100000O	1000B6	01-Jan-16	1	PYVISA	XXXX1111	307.30	0.00		- -		0.00	0.00	0.00	0.00	0.00	(307.30)	
62	100000O	1000HR	28-Jan-16	1	PYVISA	XXXX1881	609.76	0.00		- -		(609.76)	0.00	0.00	0.00	0.00	(609.76)	
63	10000U	1000B7	08-Jan-16	1	ZGLFAA	Golf Shop Room #/1000KF	0.00	67.14		- -		67.14	0.00	0.00	0.00	0.00	0.00	
64	10000U	1000B7	14-Jan-16	1	ZGLFAA	Golf Shop Room #/1000QJ	0.00	58.00		- -		58.00	0.00	0.00	0.00	0.00	0.00	
65	10000U	1000B7	22-Jan-16	1	ZGLFAA	Golf Shop Room #/1000YE	0.00	61.40		- -		61.40	0.00	0.00	0.00	0.00	0.00	
66	10000U	1000B7	27-Jan-16	1	ZGLFAA	Golf Shop Room #/10014X	0.00	46.40		- -		46.40	0.00	0.00	0.00	0.00	0.00	
67	10000U	1000B7	29-Jan-16	1	ZGLFAA	Golf Shop Room #/10017Z	0.00	73.00		- -		73.00	0.00	0.00	0.00	0.00	0.00	
68	10000U	1000B7	30-Jan-16	1	ZGLFAA	Golf Shop Room #/1001AJ	0.00	126.00		- -		126.00	0.00	0.00	0.00	0.00	0.00	
69	10001F	1000AB	29-Dec-15	1	ZGLFAA	Golf Shop Room #/10009O	0.00	87.00		- -		87.00	0.00	0.00	0.00	0.00	0.00	
70	10001F	1000AB	01-Jan-16	1	ZGLFAA	Golf Shop Room #/1000CB	0.00	78.00		- -		78.00	0.00	0.00	0.00	0.00	0.00	
71	10001F	1000AB	14-Jan-16	1	ZGLFAA	Golf Shop Room #/1000QK	0.00	78.00		- -		78.00	0.00	0.00	0.00	0.00	0.00	
72	10001F	1000AB	19-Jan-16	1	ZGLFAA	Golf Shop Room #/1000VO	0.00	133.23		- -		133.23	0.00	0.00	0.00	0.00	0.00	
73	10001F	1000AB	23-Jan-16	1	ZGLFAA	Golf Shop Room #/10010X	0.00	74.00		- -		74.00	0.00	0.00	0.00	0.00	0.00	
74	10001F	1000AB	27-Jan-16	1	ZGLFAA	Golf Shop Room #/10015B	0.00	58.00		- -		58.00	0.00	0.00	0.00	0.00	0.00	
75	10001F	1000AB	29-Jan-16	1	ZGLFAA	Golf Shop Room #/10017K	0.00	61.40		- -		61.40	0.00	0.00	0.00	0.00	0.00	
76	10001N	1000BF	28-Dec-15	1	ZSPAOA	Oasis Spa Room #/10007S	0.00	171.50		- -		0.00	0.00	0.00	0.00	0.00	0.00	

SMS

Capture Vehicle Information

This version includes the ability to capture vehicle information such as license plate or valet ticket number.

From the Reservation, access the Zoom screen. Enter the vehicle information in the **Vehicle Info** field.
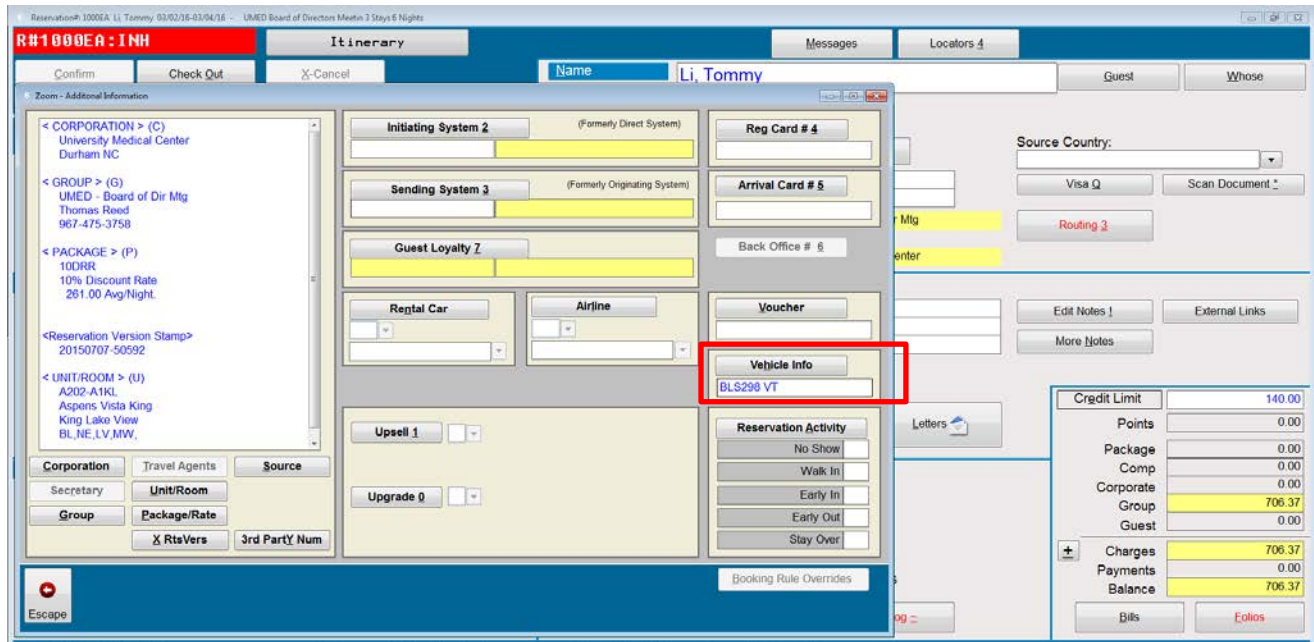
Finding a Reservation by Vehicle Information

Using the Universal Lookup, "3rd Party Conf#" search, you can search for a reservation by Vehicle Information