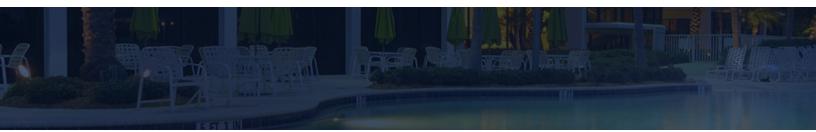


SPRINGER-MILLER SYSTEMS



Release / Feature Guide

^{SMS}|Host v.22.6

Description of features and functionality introduced in the v.22.6 release for ^{SMS}|Host and related modules.

SMS Document # 1020380, Rev. 1.1

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Introduction

The v.22.6 Release / Feature Guide summarizes the new features and enhancements included in the version 22.601106 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.

Where appropriate this guide includes direct links to related documents and help topics in the v.22.6 ^{SMS} | Host HelpSite.

The specific URL for the v.22.6 ^{SMS} Host HelpSite is: <u>https://help.springermiller.com/host/226</u>

SMS |Host v.22.6 Release Highlights

The following is a summary of the some of the more substantial enhancements included in ^{SMS} | Host v.22.6. Additional detail on these, as well as all other enhancements included in v.22.6 of ^{SMS} | Host, are included in the body of this document below.

- Streamline information sharing with email distribution of individual reports and batches
- Easily access mobile numbers for guests, groups, corporations, etc.
- Quickly update group and mini-group reservations using the Advanced Group Zoom
- Export detailed and customizable group and mini-group rooming lists to a spreadsheet
- Optimize management of group blocks with granular control over Block duplication
- Improve management of out-of-order rooms with mouse control for dates on the F8-Tape Chart
- Monitor room and property overbooking with the new Overbooking Log
- Find the right rate for your guests using the F5-Rate Calculator's new price range filter
- The (W)hose workflow had been redesigned and simplified
- Owner Contracts enhanced to accommodate split statements and payments between Co-owners
- Export owner payments with an ACH-Compatible file for bank processing
- New CCPA Guest Privacy Setting: "Do Not Sell My Information"
- New Guest Transaction Import Module! Quickly import and post transactions from a spreadsheet

SMS|Host Local Deployment Configuration Option

The option to configure ^{SMS} | Host for "Local Deployment," with client-side execution of program files, is available to you in ^{SMS} | Host version 22.6. When Local Deployment is configured, ^{SMS} | Host program files and executables are copied down to the individual workstation so ^{SMS} | Host will call and execute core system programs on the local workstation. Local Deployment configuration minimizes latency and traffic over the network and can result in improved performance. Local deployment operates similarly to the Terminal Services publishing routine – with broader compatibility and without the need to manually republish when system files are updated.

Local Deployment functionality must be enabled by SMS Support. See the *Local Deployment Guide for ^{SMS} | Host* (SMS Doc# 1020070) for more information.

^{SMS}|Host System Enhancements

Additional v.22.6 Enhancements

New functions available in Role-Based Menus for v.22.6

New Role Based Menu (RBM) options have been added for Today's Reservations, INH reservations, Block Arrivals and Universal Lookup. Buttons for these functions can be added to any of your ^{SMS} | Host role-based menus as needed.

Function Name	Description
Today's Reservations	This function will display a list of all non-cancelled reservations that involve the current ^{SMS} Host date (i.e. Reservations arriving today, departing today or staying through today)
INH Reservations	This function will display a list of all In-House reservations
Block Arrivals	This function allows access to the Block Arrivals screen
Universal Lookup	This function allows access to F3-Universal Lookup

View and edit Out-of-Order records directly from the F8-Tape Chart

This feature allows you to manage existing Out-of-Order records directly from the F8-Tape Chart. The ability to view, modify and cancel Out-of-Order records directly from the F8-Tape Chart where you can also see all hard-blocked reservations can be very helpful when managing rooms.

	-	_				November 2020												November 2020							
Unit	Туре	Ρ	пс	1	R	18		19	1	20	1 21	1	22	23	1	24	25	1	26	1					
A 404	AAKMC	٨	vг		M	Kleinhans Robe	rt 11/17	11/21 10	0087																
A102	A1QL	B	V		N	000-Carpets 11/	17-11/2	5 1000K6	6								Caple, Domi	nick 11/2	25-11/27 10	00					
ATUS	ATAMO	Â	0		n	Romano, Mikey		1/21 1000	KO																
A104	A1QL	В	D	*	N																				
A106	A1QL	В	V		N	Amando, Greg 1	1/17-11/	/21 1000	(9																
A107	A1KMC	Α	D	*	N															_					
A108	A1QL	В	D	*	N																				
A109	A1KM	Α	D	*	N																				
A110	A1QL	в		*	N	Carlson, Robert	11/17-1	1/24 4000	IKA																

Out-of-Order records are displayed on the Tape Chart for all users. However, in order to edit the Out-of-Order, you must have the User Clearance found on page 1 "Change Out-of-Order Status.". Users with this clearance can move the OOO record to a different date range using drag-and-drop. Note that you cannot drag to a different room number. The start and/or end dates may also be changed by dragging either end of the of the OOO record. Changing the dates will display the Out-of-Order Rooms details screen. This screen can also be launched by double-clicking on the Out-of-Order record on the F8 tape chart.

An example of the Out-of-Order detail screen is shown below.

Springer-Miller Syste		rder	Roon	n	
	Room#	A102			
	Туре	A1QL	Queen Lake	View	
	Features	PT,NE,LV,M	1W, , , , , , ,		
(000 Begin	11/17/2020	Tue		
	OOO End	11/25/2020	Wed		
	Reason	C - Carp	ets		
	Notes	Carpets			
	Next Arrival	11/25/2020	Wed	RES#: 1000KC	NEW
Previous	s Departure	03/10/2016	Thu	000#: 1000JY	
O Escape	<u>E</u> dit	<u>K</u> -Delete			

The **OOO Begin** and **OOO End** dates, **Reason** and **Notes** may be edited and the record can be deleted or restored from this screen. OOO records may only be deleted if the start date is today or later. If the OOO start date is in the past, the OOO must be Restored. Restore changes the OOO End Date to today.

The **Next Arrival** and **Previous Departure** fields display the dates of next arrival and last departure for this unit. The buttons to the right display the respective reservation numbers. Clicking the buttons displays the Reservation Tile or OOO record. In the above example, the Next Arrival reservation number (#1000KC) has a status of "NEW" while the Previous Departure was another OOO record (#1000JY).

Work Orders

If an Out-of-Order record was generated from a Work Order or a Work Order Task, that record's reference number will display on the OOO Room details screen (as shown in the example below).

🙀 Springer-Miller Systems, Inc.	
Out-of-O	rder Room
Room#	B108
Туре	B1KM King Mountain View
Features	DK,BQ,KT,JZ,CN,MV, , , ,
OOO Begin	11/17/2020 Tue
OOO End	11/20/2020 Fri
Reason	I Out of Inventory
Notes	Out of Inventory
Next Arrival	
Previous Departure	
	001S Code Replace Items from Inventory
Status Ope	en Due Date 11/17/2020 Tue
O Edit	K-Delete
Escape	

Selecting the Work Order Task# will open the record (as shown below).

SMS Work Order					- • ×
Task #	10001	S		Status	OPN
Task Code	P00001	🚽 Rep	place Items fro	om Inventor Prior	ity **** (4)
Due Date/Time	11/17/20	20 📻 Tue	13:57	Next Action C	00100 -
Reminder	11/17/20	20 📻 Tue	13:57	Enabled	
Assigned To	LIZ01	👻 Eliz	abeth Riley		2
Department	ETECH	🚽 Tec	hnical Service	es - Employees	
Open	SY 03/	04/2016	10:57		
	der # 10000		Status O	PN Priority	*** (3)
	Code S2001	-	love/Replace Fur		
Rental Pro			ing Units	King Mountain View	
	ed by Gus C				
		Gladys			
Rer	narks				
Labor Tracking Parts	Financial	Help Task	Notes WO Notes		
				our Mipute	
		Time	,	our Minute	
		t Time	0	1 0	
	Time	Spent	0		
	Time Cost Calc	Spent ulated by	0 0 Per Hour		
	Time Cost Calc	Spent ulated by Unit Cost	0 0 Per Hour	1 0	
	Time Cost Calc	Spent ulated by	0 0 Per Hour 2		
(Time Cost Calc	Spent ulated by Unit Cost	0 0 Per Hour 2	1 0 0 0	
	Time Cost Calc	Spent ulated by Unit Cost	0 0 Per Hour 2	1 0 0 0 0.00 0.00	<u>Z</u> Alerts

Note that in order to open the Work Order or Task, the user needs User Clearances to Add/Edit on Work Order (User Clearance on Page 0)

Property Snapshot Displays SHARE Names

The F7-Property Snapshot has been enhanced to display all share records with their Reservation Names on drop-down lists instead of just displaying the "SHARE" label.

	Inv	entory	50		oertv Sr	apSho	ot			[X]		Gues	t Level
A	Arrivals - By	Name											
\$	Res#	►Level	#/Room	▼Name	Arrival	Est Arr Time	▶ Depart	Est Dep Time	Return	▶ Balance	▶No Show	▶ Status	Pre-Arrive
1	1000HJ	CNF	1/A1KMC	Alvarez, Linda	03/08/2016		03/09/2016			-281.40			
,	1000K0	NEW	1/A1KM	Blevins, Jennifer	03/08/2016		03/09/2016			0.00			
3	§1000KK	CNF	1/A209	Friday, Madison	03/08/2016	1	03/09/2016	÷		0.00			
4	§1000JV	CNF	1/A209	Friday, Savana	03/08/2016	4	03/09/2016	:		75.00			
	1000K4	NEW	1/A1KM	Long, Kenneth	03/08/2016		03/09/2016			0.00			
-	1000K7	NEW	1/A1KM	McMurphy, Margaret	03/08/2016		03/09/2016			0.00			
3	1000K8	CNF	1/A1KM	Mehorter, Robert	03/08/2016		03/09/2016			0.00			
	1000K5	NEW	1/A1KM	Roberts, Allison	03/08/2016		03/09/2016			0.00			
0	1000K3	NEW	1/A1KM	Smith, Elaine	03/08/2016		03/09/2016			0.00			

In v22.6, all Shares are listed individually with their Reservation Names:

Capture Phone Types in SMS|Host

The standard fixed labels used to identify phone numbers have been updated to enable you to see and select the Phone Type (**Phone**, **Mobile**, or **Fax**) for Guests, Reservation Contact, Groups, Corporations, Secretaries, Travel Agencies, and Work Order Employees.

Example Guest Tile:

Guest Tile/Abbott, Robert #100004 (2	Stays, 5 Nights)			
Our guest since:	Last /	Abbott		<u>V</u> IP
06/23/2015 SY				Stay History
Profiles & Preferences	<u>F</u> irst Initial	Robert	Mr. Bob	All hotels
Messages	Position Company			Local
<u>O</u> wner	<u>A</u> ddress	1425 Coal Rd.	Change Address Type	Identification ID Type ID #
Mem <u>B</u> er	01			ID Country
Frequent Guest <u>I</u>	City State <u>Z</u> ip Code	Southfield MI Michigan 48034	Make proper case	<u>G</u> rour <u>S</u> ecretary Corporate
<u>C</u> ity Ledger	Country			Remar <u>k</u> s & Co
<u>R</u> eservations	Mobile Phone Fax	586-928-0690 602-445-7130	Social <u>8</u>	
Waitlist <u>2</u>	Email	rabbott@mvemail.com		Credit Expire /
Quotes	GuestType	■ ■ Data Privacy		Source
Schedule <u>5</u>	 No Mail Banned 	□ No Email □ Do Not Sell Info	Do Not Call Anonymize	#- <u>D</u> ialed Referral
	Non-sharabl	le		Receiver

Example Reservation Tile:

Reservation#: 1000HX Barry, Lo	orraine 03/03/16-03/05/16 - M	s. Lorraine G Barry 2 Stays 7 Night:						
R#1000HX : I NH		Itinera	ary		Welcome	Back!	<u>M</u> essages	Locators <u>4</u>
<u>C</u> onfirm	Check <u>O</u> ut	X-Cancel			<u>N</u> ame	Barry, Lorra	aine	
Deposit Rec	quested							
Departure 03/05	3/2016 11 5/2016 11	Sat			Profiles	Shares Y	PBX Names [
<u>-</u> Events 2 N	ights		CheckOut □ Flight# Tir	me	Contact Name	Majorie Clinton 702-555-4546		
Arrival time : Depart time :		Arriving eparting		:	<u>S</u> ecretary <u>C</u> orporation		•	
<u>R</u> oom A110	A1QL	D - Occupied/Dirty			Notes & Communica	ition		
# of Rooms	1 Duplicate Requested	Movab Room <u>F</u> eatures	le Y Move	ə 7	Reser <u>v</u> ation Audit			
•		▼ ▼ ▼			Housekeeping Special		•	
Pre-Arrival 8	Make	e Keys <u>=</u>	Bags 2		Waitlist 2	Gue	st Alerts 0	

Phone Types in Mailing List Exports

The Mailing List reports RR3PC and RR3PB have also been modified to enable you to include these Phone Types in the report output/export.

Record and display IP Address or Computer Name in System Maintenance Log

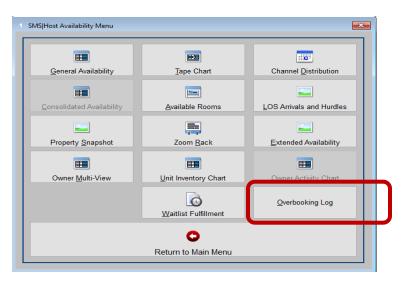
The System Maintenance Log, accessed by pressing **CTRL+F3**, **Miscellaneous Files and Options**, **System Maintenance** Log, now records IP Address or Computer Name depending on the existing MR&D Setting:

```
Store Computer (N)ame or (I)P Address in Log Files N
```

5	System Maintenance Log					
	Susta		ntor			
•	Syster	II Mai	nter	nance Log		
Г	<u> </u>				· · · · ·	
	Date	Time	User	IP Address	Status	Setting/Notes
	Date 10/21/2019	Time 13:34:33	User SY	IP Address PDBUILD7STHV3	Status	Setting/Notes View system maintenance log
		л		<u>д</u>	Status	

Overbooking Log

An Overbooking Log has been introduced in v22.6. This feature logs overbooking by **Unit Type**, **Multi-Property** and **Total**. The log can be accessed via **the Host Availability** menu (F7), and selecting **(O)verbooking Log**.



)ate	Time	User	Res #	Group	Stay Date	Overbook Type	What	Overbooke	Avl Before	Avl After	OBH Set /	AvI+OB AfteBl	K BeforeBl	K After 🖉
12/11/19	12:36:56	RD	1000K4		03/05/16	Multi-Property	В	4	-2	-4	0	-4	0	0
12/11/19	12:36:56	RD	1000K4		03/05/16	Suite Component	B1QM	2	-1	-2	0	-2	0	0
12/11/19	12:36:56	RD	1000K4		03/05/16	Suite Component	B1KM	2	-1	-2	0	-2	0	0
12/11/19	12:36:56	RD	1000K4		03/05/16	Suite Type	B2SM	3	-2	-3	0	-3	0	0
12/11/19	12:33:25	RD	1000K4		03/05/16	Multi-Property	в	2	8	-2	0	-2	0	0
12/11/19	12:33:25	RD	1000K4		03/05/16	Suite Component	B1QM	1	4	-1	0	-1	0	0
12/11/19	12:33:25	RD	1000K4		03/05/16	Suite Component	B1KM	1	4	-1	0	-1	0	0
12/11/19	12:33:25	RD	1000K4		03/05/16	Suite Type	B2SM	2	3	-2	0	-2	0	0
12/11/19	11:50:32	RD	1000K2		03/04/16	Room Type	B1KM	1	0	-1	0	-1	0	0
12/11/19	11:44:57	RD	1000JY		03/04/16	Multi-Property	A	1	0	-1	0	-1	0	0
12/11/19	11:44:57	RD	1000JY		03/04/16	Room Type	A1KM	1	0	-1	0	-1	0	0
12/11/19	11:30:30	RD		1000DG	03/04/16	Room Type	A1KMC	1	0	0	0	0	0	4
12/11/19	11:14:15	RD	1000JU		03/04/16	Room Type	A1QL	1	0	-1	0	-1	0	0

See more on this feature through the Overbooking Log topic in the ^{SMS} | Host v22.6 HelpSite.

(W)hose Workflow

The (W)hosing functionality has been redesigned to incorporate use of the Universal Lookup.

After selecting the **(W)hose** command, the Universal Lookup displays and is automatically populated with the Reservation Name (Account Name for a City Ledger and Membership Accounts). The Universal Lookup will default to searching for "Guest Tiles and Profiles"

7 S	pringe	er-Mille	er Sys	tems, Inc.																- 6	
	्	U	niv	ersal Lo	okup (\	Whos	ing)	_					Tune	Chara		d to trigger se	arch:	Lo	ocal: 3 🔹 Cer	itral:	5 🜩
I	Se	earch]	<u>T</u> ype	Guest Tiles	and Profiles (Q)	\sim		Nar	ne/Numbe	er Ba	rry			Use Nan Include F	t e Synonyms fistory					
U.	Vhosir		sign	Alt Nar			ione-Las uest. Pl		elect ar	FILIE Zip/Postal (City St	(2) arch Central	<u>S</u> tate (2)		<u>C</u> lear f			Cache Results Cached At: Central Central]
y	Jucore	or add	une	in guoot.								SEARC	H RESULTS								
Recor	GuesF	Profile	00	luest Last	Guest FireG	GuestAlt	Profile L	Profile.	Profile	Phone 1	Phone 2	Fax	Address	City	State	Zip Cou	ntCompany	Lo	cEMail	Last-L	ast -
Gues	1000		E	Barry	Lorraine					555-554-			1199 Avenue Roya	Quebec	QC	G1E CA	Star Bright Inve	strr⊡	L.BARRY@example.co	12/2 0	0000
Profil	1000	2	E	Barry	Lorraine		Barry	Steve	М	555-554-			1199 Avenue Roya	Quebec	QC	G1E CA	Star Bright Inve	stm	L.BARRY@example.co	12/2 0	0000
Profil	1000	1	E	Barry	Lorraine		Barry	Lorrai	F	555-554-			1199 Avenue Roya	Quebec	QC	G1E CA	Star Bright Inve	strr	L.BARRY@example.co	12/2 0	0000
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<		С	lose		ſ	Whos	ing : Fir Doubl	nd sele le-click	ct or Ad a row te	d new Gue select th	est Tile for at record.	r Res # 10	000GI Franklin-May	ers Wedd	ing		<u>A</u> dd New	Gues	st Tile		>

Whosing to an existing Guest Tile

If an existing Guest Tile is found, double-click the row in the Universal Lookup to complete the Whosing process. A prompt similar to the following will display

Whosing to a New Guest Tile

If you do not find an existing Guest Tile in the Universal Lookup, you can create a new Guest Tile by selecting the <u>A</u>dd **New Guest Tile** from the Universal Lookup.

In this case, the system will create a new Guest Tile using the Reservation Name. The new Guest Tile will use the Source code, Secretary code and Corporate code fields from the Reservation, but will not have any contact details, so the following prompt will display:

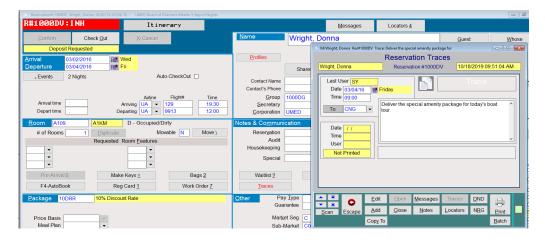
```
A new Guest Tile was created for Abbey, Izzy . Would you like to update the Guest Information Yes No ? (Y/N)?
```

Select <u>Yes</u> if you would like to update the information on the Guest Tile. This will display the new Guest Tile. Select No, to close the prompt without launching the new Guest Tile.

For details on using the new Whose workflow in v22.6, see the Whosing Reservations Help Topic in the v22.6 HelpSite.

Traces Form

The Traces form will now launch on the right-hand side of the screen so that a larger portion of the Reservation Tile is visible while editing.



Obsolete SMS | Host Character Functions have been Removed

A number of obsolete character-based options have been removed. These options have been available and accessed from visual ^{SMS} | Host for many years. No functionality has been eliminated from ^{SMS} | Host. For a number of years, as functions have migrated to visual screens, users have been presented with the following message whenever they've attempted to access the older character options:



Several menus have been removed entirely with this release including the "C. Correspondence" and "U. User Settings" options from the character-based Main Menu and the "R. Rates and Packages" option from the character-based Setup / Installation menu (F).

Additional Options (B)

The following have been removed from the "Additional Options (B)" menu -

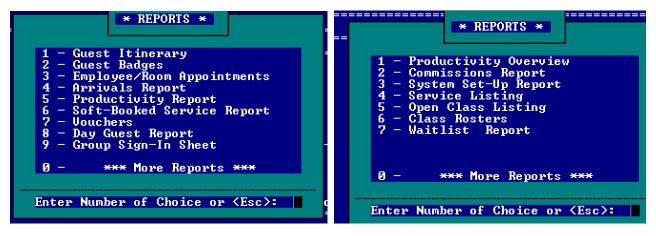
- D. Telephone Switchboard
- G. Change Housekeeping Status
- K. Manually Map Zones
- L. Auto-Manage Housekeeping
- M. Baggage/Checked Items



Additional Options (B) \rightarrow Resort Scheduling (R)

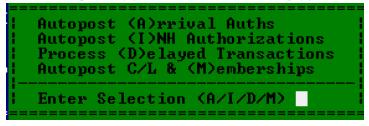
Options for reports, **A**, **B**, **C**, **D**, **F**, **H**, have been removed as they are available through the Visual Reports / Resort Scheduling menus.

"R. More Reports" has been removed and moved into Visual ^{SMS} | Host.



Report Name (Original)	Revised Report Name (Some names have been modified for clarity)	Old Menu Path (From Character Resort Scheduling Menu)	New Visual Reports Menu Path		
Guest Itinerary	No Change	R1	RCI		
Guest Badges	No Change	R2	RCR (No Change)		
Employee / Room Appointments	No Change	R3	RCE		
Arrivals Report	Arrivals Report (Resort Scheduling)	R4	RCJ		
Productivity Report	No Change	R5	RC1		
Soft-Booked Service Report	No Change	R6	RCK		
Vouchers	Vouchers (Resort Scheduling)	R7	RCV		
Day Guest Report	No Change	R8	RCL		
Group Sign-In Sheet	Group Sign-In Sheet (Resort Scheduling)	R9	RCG		
More Reports:					
Productivity Overview	No Change	R01	RC2		
Commissions Report	Commissions Report (legacy)	R02	RCT		
System Set-up Report	Resort Scheduling Setup Report	R03	RCS		
Service Listing	Services/Bookings Listing	R04	RCW		
Open Class Listing	No Change	R05	RCX		
Class Rosters	No Change	R06	RCY		
Waitlist Report	Waitlist Report (Resort Scheduling)	R07	RCZ		

Additional Options (B) \rightarrow Credit Card Processing (S)



Options **A**, **I** and **D** have been removed and "Autopost C/L & (M)memberships" has been moved to the new Visual Reports as option B-S-M.



The below options have been removed from Character since it's all available in Visual.

Additional Options (B) \rightarrow Membership Options (P)

Removed the following:

- A. City Ledger Listing
- **B. Aged Receivables**
- C. Batch City Ledger Statements
- N. Active members Listing
- O. Expired Members Listing
- P. Membership Recurring Charges
- T. Batch Member Statements

Character Bookkeeping Menu (E)

Removed the following:

- V. Travel Agency Management
- X. Frequent Guest Posting

Character Night Audit Menu (H)

Removed the following:

V. Close/Re-Open for Maintenance

Character Owner Accounting Menu (I)

Removed the following:

- C. Owner Checks
- J. Post Unit Value to Owner
- K. Generate Owner Reservations
- O. Post Owner Transactions
- R. Auto-Post Owner Charges
- S. Owner Aged Receivables

Character Owner Accounting Menu (I) - Owner Reports Menu (W)

Removed the following:

A-Owner Transaction Analysis B- Owner Balances Sub-option "S" is already in Visual as RR3ES Sub-option "E" is already in Visual as RR3EE C-Owner Summaries Sub-option "S" is already in Visual as RR3FS Sub-option "A" is already in Visual as RR3FA D-Owner Check Register (Available in Visual as RR3X)

Character Owner Accounting Menu (I) - Owner Setup and Maintenance Menu (X)

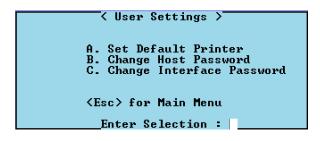
Removed the following:

Y- Owner Accounting Transaction Import

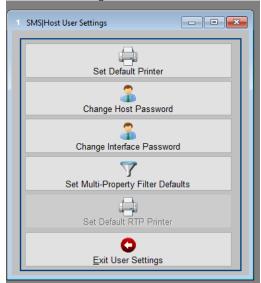
User Settings Menu:

Main Menu \rightarrow User Settings (U)

The User Settings character menu has been removed entirely in favor of the visual menu



Visual User Settings:



Run Custom reports from the Visual Reports menu

Custom reports (not R&R) have been run using **option Z**. Custom Reports from either the character **D**. **Reports** or **I**. **Owner Accounting** menus. Now, this has been added as a dedicated option to the main visual Reports menu

/S Host Reports Menu							
<u>R</u> eports Menu							
Create R&R Reports	Setup Reports Menu						
 Update	Report Data						
Manage R&R User <u>L</u> icenses							
<u>P</u> reset Rep	oort Parameters						
<u>B</u> atc	h Printing						
<u>Z</u> - Cus	stom Report						
My <u>F</u> avo	orite Reports						
Configure Repo	ort <u>E</u> mail Recipients						
	0						
Escapet	to Main Menu						

Additionally, the character **D. Reports** menu option has been renamed **D. Custom Reports** and is dedicated to this function. This character option will be eliminated in a future version. Please update your procedures and checklists to use the above option instead.

R Odditional Ontions D. Custom Reports C. bookkeeping F. Setup / Installation G. System Maintenance H. Night Audit I. Owner Accounting Z. Exports / Utilities <esc> to Logout (Exit System) select : :</esc>	-sms¦HOST- COMPLETE PROPERTY MANAGEMENT	SYSTEM
	D. Custom Reports L. Bookkeeping F. Setup / Installation G. System Maintenance H. Night Audit I. Owner Accounting Z. Exports / Utilities <esc> to Logout (Exit System)</esc>	

Groups

Update group and mini-group reservations using the Advanced Group Zoom

^{SMS} | Host v22.6 includes a new Reservation scan option: <u>GroupZoom</u>. When a reservation is linked to a group or minigroup and you select **GroupZoom**, the "**Advanced Reservation Zoom**" screen will open providing you a quick and efficient way to update any linked reservations. When '**Scan'** is selected form a Reservation Tile that is linked to a group or mini-group, the following prompt is displayed.

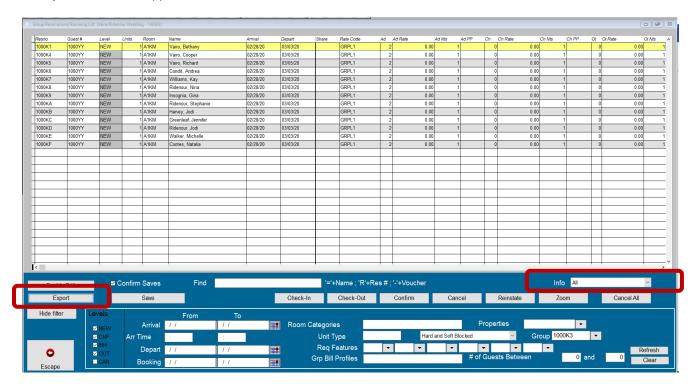
Scan for	Individual,	<u>L</u> ink	or	<u>G</u> roupZoom	(I/L/G)?	0
					· · · · · / ·	•

Selecting '<u>GroupZoom</u>' will launch the "Advanced Reservation Zoom" screen.

For more on this functionality, see the Advance Zoom topic in the SMS Host HelpSite.

Group Reservation Export

In v22.6, you can now export group reservation information into a spreadsheet directly from the **Advanced Group Zoom** screen. Options include the ability to select specific columns (fields) and arrange them in any order.



An **Export** button now appears on the **Advanced Reservation Zoom** screen.

<u>Note</u> The columns available for export are dependent upon the selection in the **Info** dropdown selector and filters on this screen.

After selecting **Export** from the Advanced Reservation Zoom screen, the **Select Columns** dialogue will appear.

Select the desired fields on the left to include them in the export. The order in which they will appear can be changed by using a mouse to drag a selected field higher or lower in the right-hand list.

Sc	Field	Description	Field	Description	
1	SHARE	Share	RESNO	Resno	^
2	PACKAGE	Rate Code		/I Guest # Level	
3	ANUM	Ad		Units	
4	ARATE	Ad Rate		Room Name	
5	ADAYS	Ad Nts		Arrival	
6	APP	Ad PP	DEPART	Depart	
7	CNUM	Ch			
8	CRATE	Ch Rate			
9	CDAYS	Ch Nts			
10	CPP	Ch PP			~
-		Select All		Seq#	

When completed, press the **OK** button, and you will be prompted to specify a file location and file name.

Once you've exported the Group information, browse to the location where you saved the file (example below):

А	В	C	D	E	F	G	Н	1	J
Resno	Guest #	Level	Units	Room	Name	Arrival	Depart		
1000K1	1000YY	NEW	1	A1KM	Vairo, Bethany	2/28/2020	3/3/2020		
1000K4	1000YY	NEW	1	A1KM	Vairo, Cooper	2/28/2020	3/3/2020		
1000K5	1000YY	NEW	1	A1KM	Vairo, Richard	2/28/2020	3/5/2020		
1000K6	1000YY	NEW	1	A1KM	Condit, Andrea	2/28/2020	3/3/2020		
1000K7	1000YY	NEW	1	A1KM	Williams, Kay	2/28/2020	3/3/2020		
1000K8	1000YY	NEW	1	A1KM	Ridenour, Nina	2/28/2020	3/3/2020		
1000K9	1000YY	NEW	1	A1KM	Insognia, Gina	2/28/2020	3/3/2020		
1000KA	1000YY	NEW	1	A1KM	Ridenour, Step	2/28/2020	3/3/2020		
1000KB	1000YY	NEW	1	A1KM	Harvey, Jodi	2/28/2020	3/3/2020		
1000KC	1000YY	NEW	1	A1KM	Greenleaf, Jen	2/28/2020	3/3/2020		
1000KD	1000YY	NEW	1	A1KM	Ridenour, Jodi	2/28/2020	3/3/2020		
1000KE	1000YY	NEW	1	A1KM	Walker, Miche	I 2/28/2020	3/3/2020		
1000KF	1000YY	NEW	1	A1KM	Contes, Natalia	2/28/2020	3/3/2020		

Use Group Arrival/Depart Dates for Default Group Block Generation

When generating a group block using Generate Group Blocks, the Begin and End dates will default to the Group's stay dates (Arrival through the night prior to the Group's Departure date).

Group Block Duplication

The Group Block **Duplicate Rows** function has been enhanced to provide you with more control in selecting the block information to duplicate to the additional dates.

In versions prior to 22.6, the Group Block Duplicate function copied all values from the source date row to the target date row(s). Enhancements to this function allow you to now specifically select the values you wish to replicate. The **Contract, Block, Free Sell, Group Booking Limit** and **Hold Back** fields can be separately selected for duplication to target dates. You can also select the Room Types to copy from and update (Block Duplicate will automatically copy for All Room Types, unless you specify otherwise)

Springer-Miller System	ems, Inc.			
Duplic	cation C	riteria		
	Date to Duplicate	÷ // ⊞	Select Room Types	
		Select Date Range to	o copy to	
	From	I То То	#	
		Select Days-of-Week	to copy to	
Sunday	Monday	Tuesday Wednesday	Thursday Friday	Saturday
		Select Values to	сору	
Contract	Block	Freesell	Group Booking Limit	Holdback
			ОК	Cancel

You can select specific Room Types to be included in the duplicated block.

8 F	Room Types			3
S	Туре	Desc	Type Desc	
1	A1KM	Aspens King Mtn	A1KMC Aspens King Mtn Cn	
2	A1KL	Aspens King Lake	A1QL Aspens Queen Lake	
3	A2SM	Aspens 2 Bdrm Suite		
4	A3SM	Aspens 3 Bdrm Suite		
5	A4SM	Aspens 4 Bdrm Suite		
6	B1KM	Big Bear 1 King Mtn		
7	B1QM	Big Bear 1 Qn Mtn		
8	B2SM	Big Bear 2 Room Ste.		
9	B3SM	Big Bear 3 Room Ste.		
10	D1KL	DH King Lake Cabin	·	
×	* *	Select All OK	Seq#	
-	▼ ▼ Es	cape <u>C</u> lear All	Search Search Current Viev	

Reporting

Email distribution of Individual and Batch Reports

^{SMS} | Host and ^{SMS} | POS reports and Batched Reports can be configured to automatically email the report output to a predefined list of recipients when the report is run.

When configured, and with proper user clearances, you will see the "Add/View Email Recipients" option displayed on all Preset Report Parameters and Batch Reporting screens.

Springer-Miller Systems, Inc.									
📮 Preset Report Parar	notore								
	neters								
Report 1A / Arrivals Listing	000001	This repo	rt produ	uces an Arrivals Listing, av listing all quests schedule	ailable in \land				
Description Today's Arrivals	10002P	l several fr INHous∉	irmats	listing all quests schedule nger-Miller Systems, Inc.	d to check				
	10002P								
Report Group Show this set for the Current User ID Only (SY)				Batch R	enorting				
			10	Datent	eponing				
Print Queue Visk File				Code NA-5					
Add / View Email Recipients Enail as File		1			Closing Reports				
Add / View Email Recipients Enail as Pile				eport Group	Closing Reports				
Parameter	Value(s)			Print Queue		ſ	Add / View Email Recipients	Finail as	File Type: PDF
	03/04/16 - Today						Add / view Email Recipients	i nan as	
	03/04/16 - Today		Path I	Name	Description	Print		e Begin D	Begin TiEnd DatEnd 🔺
Enter property code for report, blank for ALL			2GA	Aged Receivables	Aged Receivables	DISK	DISK FILE	1 12/16/	17:20:2 12/16/1 17::
Enter rental program codes, blank for all			2IG	Guest G/L Report	G/L Report - Yesterday	DISK	DISK FILE	1//	11
Enter Market Segment codes, blank for all			2K	Guest Balances Analysis	All Reservations & Accounts v	v/ a DISK	DISK FILE		17:20:2 12/16/117:
Enter Room Category, or blank for all				Check-OUT Balances By U		disk	Disk File		17:20:2 12/16/117:
	S		2VE	Enhanced Guest Transaction	Room Revenue Only - Today	DISK	DISK FILE	1 12/16/	17:20:2 12/16/117:
List names of share partners arriving on the same date? (Y)es (N)o	N								
Sort by Itinerary (Y)es (N)o ?	N								
						_		_	
<									
	T	_				_		-	
Add Edit K-Delete	Update	Scan							
▼ ▼ Escape Run	Parameters	Current r	<				1		~
Zui						_			
				z 👝					
			⊢	🖸 🗛	<u>E</u> dit <u>K</u> -Delete <u>S</u> can		Add Remo <u>V</u> e RePort Report		
				Escape				E	un/Print Batch

Select "Add/View Email Recipients" to assign individuals or email groups to receive these reports via email.

<u>Note</u>: Not available for Character Reports Refer to the <u>Guide to Emailing Reports</u> for more on this functionality.

Room Category Filter in the Reservation Preview Report (RR4CP)

The Reservation Preview Report (RR4CP) presents summarized occupancy and revenue forecasts by month and by multiproperty for units or guest capacity. A Room Category filter option has been added to this report as shown below.

🖨 Pre	eset F	Repo	rt Pa	ram	eters					
Report	4CP / Reserv	ation Previe	w Report		000162			Preview Report identif		^
Description	Current Mont	h - Property	A - King Roo	om Categorie	es 10000P		o arrive with	n a given date range.		
Report Group		▼ set for the Cu	rrent User ID (Only (RD)						
Print Queue	Disk File Override Us	ser's Default	Report Print Q	ueue (disk)						*
Parameter					Value(s)		_			^
Period Begin					03/01/16 - Fir	st day of cur	rent month			
Period End					03/31/16 - La	st day of cur	rent month			_
Enter Multi-Proper					A					_
Enter rental progra Enter Market Segn										- /
Include (G)roup, (1			ons		A					- 11
Include Day-use in		,		es? (Y)es (N)o Y					
Include rentative of	ноцр вюска ш	Total Occup	ancy values ?	(1)es (14)0	1					-
Enter Room Categ					KĮ					
Include Units with	BLANK Room (Catedory? (Y)	es (N)o		N					- 17
I										-11
										-
<					-					> ×
L										
▲ X C V X Escap	<u>A</u> dd	<u>E</u> dit	<u>K</u> -Delete	en e	Update <u>P</u> arameters	<u>S</u> can Current	Scan rep <u>O</u> rts	Eavorite	<u>1</u> -Ad Hoc	

Export the Aged Receivables Report (RR2GA) Summary or Snapshot formats to Excel

The Aged Receivables report (RR2GA) has been enhanced to allow the "**Summary**" or "**Snapshot**" formats to be exported to Excel.

This option is available when the **New** format of the report is selected and the **Summary** or **Snapshot** options are selected. The new prompt includes the option for **Export**.



When Export is selected, you will be prompted to choose the directory location to save the excel export:

Select Folder		×
Select Folder for E	xport file	
EXPORT		
>	document	^
>	Dropins	
	EOPArchive_Owner	
	EOPBackup	
	EOPBackup_Guest	
	EOPBackup_Owner	
	EUMINST	
	EXPORT	
>	FXP32	~
<		>
	ОК	Cancel

Report and Export Examples

Summary layout printed to paper:

ccount Types: HGCLWXZ nclude Folio(s): 123456789				Through: 03 Ig Ledger Cl		ins:		
uest# Guest Name Company				> 30 Days	-	> 90 Days	> 120 Days	UnAppPay
LOOOOO Anderson, Bruce : ACME Tool Company	х	1000B5	345.91	2989.80				6270.00
LOOOAK Garvey, Margaret : Hughes Markets	L	1000JG	400.00					
1000Y5 Country Bike Tours, : Country Bike Tou	r G	100070	4859.30					
1000Y7 Wilson-Cane Wedding, : Wilson-Cane Wed			17612.34					
1000Y8 Harris-Smith Wedding, : Harris-Smith W				14216.04				
1000YH UMED Board of Directors Meetin, : UMED			9263.59					
1000YK Adirondack Publishing, : Adirondack Pu			1283.82					
1000YM Codeco Corporation, : Codeco Corporati			170.40	799.80				
1000YN New Haven Biofitter Corp, : New Haven	ВC	1000GH	192.60	1277.91				
1000YT House Accounts,	н	1000H4		10.00				
1000YT House Accounts,		1000H5		279.33				
1000YX Gift Certificate Sales, : The Springer		100030	250.00					
1000Z3 , : Test	Z	1000KO	111.00					111.00
			34743.39	19572.88	0.00	0.00	0.00	6381.00

Summary layout exported to Excel:

Cut		Calibri • 11 • A	A	= = 😹 🗞 📲 Wrap Text	1	lext .		 Norm 	al	Bad	Go	od	Neut	ral	Calcula
Iste ↓	oy ▼ mat Painter	В І Ц - 🗄 - 💩 -	A -	≡ ≡ ≡ 🗄 🗄 🖽 Merge & Ce	nter 🔹	\$ - %	• €.0	Conditional Format as	Cell	Explanatory	Inp	ut	Linke	d Cell	Note
Clipboa	rd 5	Font	F _N	Alignment	r ₂	Nur	nber	romating tuble			Styles				
1	• : :	× √ ƒx GUESTNUM													
A	В	С	D	E	F		G	н	1	J	К	L	м	N	0
GUESTNU	MRESNO	NAME	TYPE	LAST	FIRST	1	INITIAL	Company Name	Current	30 Days	60 Days	90 Days	120 Days	UnAppPay	
10000O	1000B5	Anderson, Bruce (golf)	х	Anderson	Bruce		н	ACME Tool Company	345.91	2,989.80	0.00	0.00	0.00	6,270.00	
1000AK	1000JG	Garvey, Margaret	L	Garvey	Margaret	t I	к	Hughes Markets	400.00	0.00	0.00	0.00	0.00	0.00	
1000Y5	100070	Country Bike Tours	G	Country Bike Tours				Country Bike Tours	4,859.30	0.00	0.00	0.00	0.00	0.00	
1000Y7	100098	Wilson-Cane Wedding	G	Wilson-Cane Wedding				Wilson-Cane Wedding	17,612.34	0.00	0.00	0.00	0.00	0.00	
1000Y8	100099	Harris-Smith Wedding	G	Harris-Smith Wedding				Harris-Smith Wedding	0.00	14,216.04	0.00	0.00	0.00	0.00	
1000YH	1000DG	UMED Board of Directors M	G	UMED Board of Directors Meetin				UMED - Board of Dir Mtg	9,263.59	0.00	0.00	0.00	0.00	0.00	
1000YK	1000GF	Adirondack Publishing	С	Adirondack Publishing				Adirondack Publishing	1,283.82	0.00	0.00	0.00	0.00	0.00	
1000YM	1000GG	Codeco Corporation	С	Codeco Corporation				Codeco Corporation	170.40	799.80	0.00	0.00	0.00	0.00	
1000YN	1000GH	New Haven Biofitter Corp	С	New Haven Biofitter Corp				New Haven Biofitter Corp	192.60	1,277.91	0.00	0.00	0.00	0.00	
1000YT	1000H4	House Accounts - Housekee	н	House Accounts					0.00	10.00	0.00	0.00	0.00	0.00	
1000YT	1000H5	House Accounts - Maintena	н	House Accounts					254.43	279.33	0.00	0.00	0.00	0.00	
1000YX	1000JO	Gift Certificate Sales	н	Gift Certificate Sales				The Springer Lodge	250.00	0.00	0.00	0.00	0.00	0.00	
1000Z3	1000KO		z					Test	111.00	0.00	0.00	0.00	0.00	111.00	

Snapshot printed to paper:

AGED ACCOUNTS RECEIVABLE All Properties Account Types: CGHLMWXZ Include Folio(s): 123456789	,			сміо́ Through: 03/	03/16/16 15 16/16 ssifications:	:41:38	SY Page-1
	Current	> 30 Days	> 60 Days > 90 Days	> 120 Days	UnAppPay		
INH Reservation							
OUT Reservation							
City Ledger	34397.48	16583.08			111.00		

Snapshot exported to Excel:

	∃ 5°°°∓										
F	File Home Inser	t Page La	iyout Fo	rmulas	Data	Review	View	🛛 Tell me v	what	you wa	int to do
	• X Cut □ ि Copy →	Calibri	• 11	· A A	==	= %	🛱 Wra	p Text		Text	
Pa	ste • 🌾 Format Painter	В <u>I</u> <u>U</u>	🖽 🖌 🕹	- <u>A</u> -	==	≡ €	Mer	ge & Center	*	\$ -	% *
	Clipboard 🕞		Font	5	a l	AI	ignment		E.		Numbe
A	1 * : ×	$\checkmark f_x$	DESCR								
	А	В	с	D	E	F	G	н		1	J
1	DESCR	Current	30 Days	60 Days	90 Days	120 Days	UnAppPay				
2	INH Reservation	0.00	0.00	0.00	0.00	0.00	0.00				
3	OUT Reservation	0.00	0.00	0.00	0.00	0.00	0.00				
4	City Ledger	34,397.48	16,583.08	0.00	0.00	0.00	111.00				
5	Membership	22,473.52	82,873.90	0.00	0.00	0.00	8,584.10				
6											

Multi-Property Filter in Batch Itineraries Report- (RRRV1)

The Guest Itinerary (RRRV1) report has been enhanced with a multi-property filter and the ability to choose whether to include City Ledger and Membership accounts.

·	ort Launcher
Report Gu Default Set Sys	est Itinerary (Visual) STEM System Defaults
Output Type Scr port File Name	een Strot Type
Parameter Guest Number, Blank Period Begins Period Ends	Value(s) for All 03/08/16 03/09/16 03/09/16
Multi-Property codes Include City Ledger ar	nd Membership Account Y
<	>

Expanded Arrivals (R&R Reports) can include SpaSoft Bookings

New versions of the following custom R&R reports have been enhanced to include SpaSoft bookings:

The Expanded Arrivals w/SpaSoft report(exp_arr_spasoft.rrw) and/or the Expanded Arrivals with Spasoft Multi-Prop report (exp_arr_mprop_spasoft.rrw) are now available to be included in your custom reports menu.

Both report files have been added to the **\hostplus\REPORTS\HOST_RPT** folder. Users may add these reports to their Z. Property Custom Reports menu by copying them into the **\hostplus\REPORTS\USER_RPT** folder and adding them in Report Definitions through the Setup Reports Menu.

Run Date: 09-Ja	п-20				Ľ,	(panded /								Trace Codes: NONE
Arrivals Between Reservation Lev Multi-Props: All														Note Types: NONE
Guest Name Harris, Magg		Res # 1000E⊦	Arrival 1 04-Mar-1	Depar 6 06-Ma		Unit AD A201S3 1		Last Stay	Last Unit	Guest 1000∨9	VIP	Special	ΕΤΑ	Flight
Company Total Quality					Group				Travel /	Agent				
Spa Dining	NEW NEW	05-Mar-16 05-Mar-16		1 Ppl 2 Ppl	50 Minute A Giovanni's	Aromatherapy Pistro	1							
Dining	NEW	06-Mar-16		2 Ppl	Jack's Pub	DISUO								
Guest Name		Res #	Arrival	Depar	t Nights	Linit AD	сн	Last Stay	l ast l Init	Guest	VIP	Special	ΕΤΑ	Flight

Reservations

Batch Create Traces and Notes for Linked Reservations (mini-groups)

From Group and mini-group reservations, you now have the option to copy Traces and Notes to other reservations that are linked to the group or mini-group.

Res#	Level	#/Room	Name	Group	Corporation	Package	Meal	Agent	Share	Source		
1000KB	INH	1/A101	Smith, Jed	1000K2		TEST				WEB	Shares Y	PBX Na
1000K2	NEW	1/A1KMC	Smith, Jed	1000K2		RACKRR				WEB		T DX No
1000K3	NEW	1/A1KMC	Smith, Joanna	1000K2		RACKRR				WEB		
1000K4	NEW	1/A1KMC	Johnson, Paula	1000K2		RACKRR				WEB	1000K2	✓ Mini-Group
1000K5	NEW	1/A1KMC	Redzick, John	1000K2		RACKRR				WEB	1000K2	 ■ Willine-Group ■
1000K6	NEW	1/A1KMC	Branning, Jack	1000K2		RACKRR				WEB		-
1000K7	NEW	1/A1KMC	Hewett, Francis	1000K2		RACKRR				WEB	tion	
1000K8	NEW	1/A1KMC	Drew, Derick	1000K2		RACKRR				WEB		
1000K9	NEW	1/A1KMC	Allen, Tom	1000K2		RACKRR				WEB		
1000KA	NEW	1/A1KMC	Toddmeister, Frank	1000K2		RACKRR				WEB		

In this case we have a mini-group with 10 reservations.

In the example below, a Trace is added to Res #1000KB and, once it is saved, a 'Copy To' button appears.

5 M/Smith, Jed Res#1	000KB Trace: De	eliver HSKP bask	et to room.	[- • ×
	Re	servation			
Smith, Jed		Reservation #	1000KB	10/04/2019 02	2:45:45 PM
Last User SY Date 03/05/16 Time 09:00	 ∰ Saturd	ay		Trace	
To HSK	ŢDelive	er HSKP baske	t to room.		^
Date / / Time					, III
User Vot Printed					
	<u>E</u> dit	<u>O</u> pen <u>M</u> es:	sages <u>T</u> race	es <u>D</u> ND	
<u>S</u> can Escape	Add	Close <u>N</u> o	tes <u>L</u> ocato	ors N <u>R</u> G	Print
	Сор <u>у</u> То				Batch

Select 'Copy To' to access a scan list of reservations that comprise the mini-group.

Sc	Res #	Level	Room Type	Room Numl	Arrival	Depart	Name	Share
1	1000KB	INH	A1KMC	A101	03/04/2016	03/06/2016	Smith, Jed	
2	1000K2	NEW	A1KMC		03/25/2016	03/26/2016	Smith, Jed	
3	1000K3	NEW	A1KMC		03/25/2016	03/26/2016	Smith, Joanna	
4	1000K4	NEW	A1KMC		03/25/2016	03/26/2016	Johnson, Paula	
5	1000K5	NEW	A1KMC		03/25/2016	03/27/2016	Redzick, John	
6	1000K6	NEW	A1KMC		03/25/2016	03/26/2016	Branning, Jack	
7	1000K7	NEW	A1KMC		03/25/2016	03/26/2016	Hewett, Francis	
3	1000K8	NEW	A1KMC		03/25/2016	03/26/2016	Drew, Derick	
9	1000K9	NEW	A1KMC		03/25/2016	03/26/2016	Allen, Tom	
0	1000KA	NEW	A1KMC		03/25/2016	03/26/2016	Toddmeister, Frank	
I	* * (ol	<u>S</u> elect All	0 <u>K</u>				Seq#

You may now select individual reservations or choose **Select All** to identify those to which an identical Trace will be applied.

Edits of Reservation Notes (Res/Audit/Hskp) in Changes Log

A new MR&D setting has been added to log any changes to Reservation Notes. This can be configured to log edits to Reservation notes, Audit notes and/or Housekeeping notes, All or None.

The new configuration setting in **F**,**L**,**B**,**3**. By default, this is set to (**N**)one.

sins Host (32-Bit Character Version) — — — ×
MISCELLANEOUS RATES AND DEFAULTS Friday 03/04/16
Enable Rate Restrictions override logging (Y/N)? <mark>Y</mark>
Enable Rate Restrictions override form (Y/N)? <mark>Y</mark> Link Profile to Reservation (Y/N)? <mark>N</mark>
Enable Upgrade Tracking (Y), Upgrade and Downgrade Tracking (B) or (N)o <mark>Y</mark>
Individual reservation check-in prompts for Visa information (Y/N) N
Enable 3rd Party Back Office Account linking (Y/N)? <mark>Y</mark> Reservation caption for repeat guests (blank to disable): Welcome Back!
Reservation caption for guests with 0 stays (blank to disable): First Stay!
Total number of Reservations displayed at one time (0 for no limit): 0
Close Waitlist records on canceled reservation (A)lways, (N)ever, Ask (U)ser? N
Close Messages on canceled reservations (A)lways, (N)ever, Ask (U)ser? N
Close Notes on canceled reservations (A)lways, (N)ever, Ask (U)ser? N
Close Traces on canceled reservations (A)lways, (N)ever, Ask (U)ser? <mark>N</mark> Close Locators on canceled reservations (A)lways, (N)ever, Ask (U)ser? <mark>N</mark>
Accessing Guest Tile from Res, C/L, MEMB, closes Res, C/L, MEMB Tile (Y/N)
$\frac{1}{1}$
Log changes to (R)es/(A)udit/(H)skp/A(L)L Notes or (N)one (R/A/H/L/N)? N
======================================

In the following example, configuration has been set to log A(L)L notes in the Changes Log. **Reservation**, **Audit** and **Housekeeping** notes fields were added.

Notes & Communica	tion
Reser <u>v</u> ation	All charges to company
Audit	Rate change on Sunday night
Housekeeping	Guest prefers late HK service

When viewing the reservation's Changes Log, the edits to these three fields have been recorded:

Date	Time	Or	Activity
10/03/2019	12:39	S	Res. Notes : None => All charges to
			company
			Audit Notes : None => Rate change on
			Sunday night
			Hskp. Notes : None => Guest prefers late
			HK service

Search for rates by price range in the F5-Rate Calculator

V22.6 provides the ability to search for rates by price range in the F5-Rate Calculator.

An "Amount" button has been added to the F5-Rate Calculator

 Rate Calculator - Visual SMS Host Rate Calculator 	
Arrive 03/04/2016 Image: Friday Ad /Ch /Ot Depart 03/05/2016 Image: Saturday 2 0 0 Multi-Prop ▼ 1 Night(s) 1 </td <td>Market ▼ Sub-Market CRES Prop 000000 ▼</td>	Market ▼ Sub-Market CRES Prop 000000 ▼
Category <u>Type</u> Units 1 <u>Unit</u> Reguests Reguests	Pkg/Rate Rate/Pkg Rate Group Meals
Corporation Secretary ▼	Group ▼ Travel Agent ▼

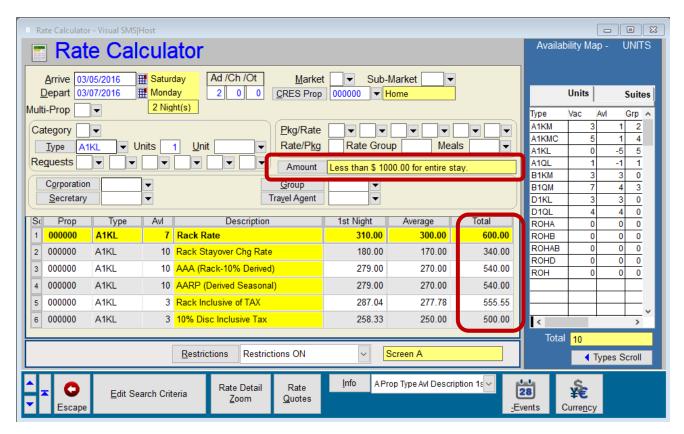
Pressing the button enables the User to define a price range to be applied as a filter. The amount can be for the entire stay or per night.

5 Springer-Miller Systems, Inc.						
	Ar	nou	nt Filter	-		
	Greate	er than	150.00			
	Less than		250.00			
	Per		Entire Stay	Reset		
			O Night Stay	Value		

When the Amount filter is active, 'Amount' field label displays the selected range.

5 Rate Calculator - Visual SMS Host	
Rate Calculator	
Arrive 03/04/2016 Image: Friday Ad /Ch /Ot Depart 03/05/2016 Image: Saturday 2 0 0 0 Multi-Prop ▼ 1 Night(s) 1 </th <th>Market Sub-Market ▼ CRES Prop 000000 ▼ Home</th>	Market Sub-Market ▼ CRES Prop 000000 ▼ Home
Category V Iype Vinits 1 Unit	Pkg/Rate Rate Rate Rate Rate Meals
	Amount From \$ 150.00 to \$ 250.00 for entire stay.
Corporation Secretary ▼ T	<u>G</u> roup Travel Agent ▼

The F5-Rate Calculator will return rates based on the criteria.



Data Privacy

Guest Preference for "Do Not Sell Info"

Guests may request that the personal information collected and stored in ^{SMS}|Host not be sold and their request can be tracked in ^{SMS}|Host. A "**Do Not Sell Info**" check box has been added to the Guest Tile to track guests that have asked that their personal information not be sold.

The "Do Not Sell Info" checkbox is displayed in the Data Privacy section of the Guest Tile as shown below.

Guest Tile/Klein, Nina #1000YZ (0 Stay		
Our guest since:	Last Klein	Guest Level 0
10/08/2019 SY		Stay History Last Stay // Amount 0
Profiles & Preferences	Eirst Nine Iitle Iitle	All hotels 0 0 Guest Value Room #
Messages	Position Company	Local 0 0 List Hotels Rate Code
Owner	Address Change Address Type 604 Sycamore Blvd	Identification Scan Document * Expires / / ID Type - Place of Bith
		ID # Issued at
Mem <u>B</u> er		ID Country Issued / / More
Frequent Guest 1	City Bohemia Make proper case State NY Zip Code 11769	Group • Secretary • Corporate •
<u>C</u> ity Ledger	Country Incorrect Address	Remarks & Communication
	Phones 386 589 5583	More Notes Locators 4
Reservations	Fax Social §	Iraces Alerts
Waitlist 2	Email NKlein@gmail.com	
Quotes	GuestType	Source Skiing - Skiing Magazine
Schedule 5	No Mail Do Not Call Banned Do Not Sell Info Anonymize	#_Dialed Referral V
History	Non-sharable	Receiver Season S Last Edited 10/08/2019 SY Changes Log ≥
	Eind / Add Group Edit	Duplicate Zoom Work Orders Z Password
Escape	Scan <u>-</u> Events <u>K</u> -Delete	Merge Guest 3 Privacy Report Recreation 6 Casino

As with the "**No Email**" setting, released in v22.1 of ^{SMS} | Host, the "**Do Not Sell Info**" setting is supported by a set of reason codes as well as a text entry box to capture the guest's reason given for opting out, setting status is reported in the Guest Data Privacy report, and filters (to exclude based on the setting) provided for Mailing List reports (shown below).

🙊 sms Host (32-Bit Character Version) Brief Name/Address List		_		\times				
MAILING LIST Springer Lodg	je Ø	13/04	/16	SY				
OUTPUT to (F)ile or (P)rinted report(F/P): P LIST guests with (R)eservations, (N)o reservations, or all (G)uests (R/N/G): C INCLUDE only guests with (E)mail addresses, (N)o email or (A)11(E/N/A): F INCLUDE guest tiles added within the following date range: Period Begins: 10/16/19 (Wednesday) Period Ends: 10/20/19 (Sunday)								
INCLUDE guest tile Source Codes, blank for all: 1. 3. 5. 7. 9. 2. 4. 6. 8. 10.								
SELECT for season, blank for all (SFWEYYYYYYY): INCLUDE guests flagged for (Y/N) Incorrect Address M Inco No Mail N No Email N Do Not Call N Do Not Sell Info Y SORT by (N)ame, (Z)ip code, (S)ource, or (H)dded date(N/Z/			Mail	N				

For more on Data Privacy tools see the ^{SMS} Host v22.6+ Data Privacy User Guide on the HelpSite.

Owner Accounting (Owners)

Owner Contracts accommodate split statements and payments between Co-Owners

We have added the ability to establish percentage payment splits between Co-Owners. The OA-OST9A Owner Statement format and the Check Payment process will each recognize the percentages of ownership on an Owner Contract and provide each Co-Owners with the appropriate individual statement and payment. Contact Customer Support to have this functionality activated in your system if it is needed.

With this functionality activated in your system, a Check Split % field is added to each Co-Owner on a Contract. For Contracts with a single Owner, it will default to 100%. When two or more Co-Owners are linked to a Contract, the collective percentage is required to total 100%, though all Co-Owners are not required to participate in the split.

Co-O	wners			Co-C	wners			
	Co-Owne	ers				Co-Owner	'S	
	Guest Split% Last	First			Guest Split%	Last	First	
	0006 50.00 2 rair 001M 50.00 E ptista	Susan			10006 50.00 A		Andy Susan	-
					Ċ			
	Quant Link Damage Qua	at Link Dai			-			
Add	Guest Link Remove Gue	St Link Phi	mary Owner	<u>A</u> dd	Guest Link	Remove Guest	t Link P	Primary Owner
<u>L</u> ast	Baptista		Receives:	<u>L</u> ast	Adair			Receives:
<u>F</u> irst	Susan		☑ Letter	<u>F</u> irst	Andy			☑ Letter
Address			Statement Statement	<u>A</u> ddress	Handy Andy			Statement □
	3847 Snider Street				1838 Goodwin	Avenue		-
					#2			-
City	Denver		Permit:	Citv	Trout Lake			Permit:
· · · · ·	State CO			State				-
Zip Code			☑ Book	Zip Code				I Book
Country	United States	(-	United States	~	(
Phone ~	720-201-6769		Check Split%	Phone ~	509-395-7717			Check Split%
Phone ~			50.00	Phone ~				50.00
EMail	SUSANBBAPTISTA@PSMS.CO	M	Tax Reporting	EMail	ANTONIOAAD	AIR@DAYREP.CO	M	Tax Reporting

Note that this activation removes the "Check" and "1099" check boxes in the "**Receives**" section. Those Co-Owners with a percentage will automatically receive a personalized statement and will require a Tax ID# be established in support of Tax reporting.

Statements and Checks

- The process for generating Owner Statements (OA-OST9A <u>only</u>) has been enhanced to create a separate statement for each Co-Owner with a split share greater than 0% when flagged to receive a statement. The amounts for all transaction values on each of these statements will be prorated by the applicable split percentage for that Co-Owner. Co-Owners with a split share of 0% will continue to receive a copy showing full, un-prorated amounts.
 - The Guest Number of each statement Co-Owner statement recipient has been added to the header of the printed statement.
- Owner transactions will continue to post with their <u>full value</u> onto the Contract folio. Co-Ownership percentages (when splitting) will be applied during the production of the printed statement to display prorated values.
 - When Owner Checks are run (RR3B), the amount for each will be based on the percentage split. For example, if the Owner Contract balance is -\$1,000.00, then Owner 1 with a 40% split will receive a check in the amount of \$400.00 and their Co-Owner with a 60% split will receive a check in the amount of \$600.00.
 - The Guest Number has been added to the owner check.

Generate an ACH-Compatible file for Owner payment processing

An option has been added in v22.6 to generate an Automated Clearing House (ACH) compatible export file to provide to a third-party bank as an alternative to printing checks.

This functionality relies on use of the Payment Distribution Service (PDS) feature for linking Bank Routing and Account numbers to Owner Contracts. Check with your company's banking contact to verify if the formatted layout is compatible with your bank processing software.

The process for generating the ACH-Compatible File is accessed from the Reports menu, path: R,R,3,B,G



Note that the <u>Miscellaneous 1</u>, <u>Item B</u> has been renamed from Owner Checks to **Owner Payments**. The printing of Owner Checks is now an option (**R**,**R**,**3**,**B**,**C**) within this menu location.

The report is designed to find those payments that have posted to Owner Contract folios with the designated PDS Payment transaction code. These are created during the process of running and posting Owner Checks. Those Owner Contracts that have established PDS credentials (Bank Routing #, Checking or Savings Account # and Bank Name) will have the Owner's payment posted with the PDS code rather than "CHECK".

For more on this topic, see the <u>Guide for the Automated Clearing House (ACH) Compatible Export</u> available through the ^{SMS} | Host HelpSite.

OA-OST9A Owner Statement

The OA-OST9A Owner Monthly Statement (char menu path: I-A-8) has been enhanced with a prompt that will allow the user to select whether or not the previous month and year-to-date statistics will print.

The new prompt on the statement is:

Display Previous Year Stats (Y/N)? <mark>Y</mark>

When this prompt is answered as (\mathbf{Y}) es, the two Prior Year columns will continue to display.

When this prompt is answered as (N)o, only the two Current Year columns will display. This applies to both the primary (i.e. configured) page and the optional Occupancy section.

Enhancements to Owner Contracts

Changes to the Owner Contract have been made to enhance data security, expand Tax Reporting to accommodate foreign ownership and improve the usability of Payment Distribution Service (PDS).

The Tax ID# field It has been moved on-screen into the Co-Owner section of the Contract form. Additionally, a 2-char ID Type field is now available. Note: These are defined in visual Setup & Configuration for Guests and Profiles.

Previous Contract Location	v22.6 Contract Location	
Owner Contract	CoOwners Fees Club Tour Inventory Financial Recurring Loan	n Notes Book And Page
C#10000N:OWN Wells, Violet Contract Type <u>QT2</u> • Quartershare 2 Product <u>QT2</u> • Quartershare 2 Date Purchased <u>12/31/201</u> # Thursday	Co-Owners Prima_Guest Last First	-
Expiration / / ↓ # Reference Vesting Exchange# Notes	Add Guest Link Remove Guest Link F Last Wells Eirst Violet Address Monk Home Improvements 128 Briercliff Road	Primary Owner Receives: Letter Statement 1099/1042 Check
Escrow / / # Transfer Date / / # Tax ID# SSN	City Bronx State NY Zip Code 10467 Country United States Phone 718-655-8784	Permit: ☑ Book
Date Closed 12/31/201 Thursday Account Information Added / User Folio Balance -1.068.80 01/22/2016 Maint Balance 0.00 scrow Balance 0.00	Phone Social Security # Tax ID# View *******	■ Tax Reporting ● 1099 ● 1042
scrow Balance 0.00	W 100	W-8 Received

Note: The Tax ID# field has also been relocated from the Contract database (TS_CTRCT.DBF) to the Co-Owner database (TS_CONOW.DBF) to support separate ID's for individual Co-Owners. Additionally, the encryption of the stored value has been enhanced.

Previous Contract Location

Tax Reporting has been expanded to offer tracking of the receipt of a Federal IRS W-8 form used to claim exempt status from income tax withholding by non-resident aliens or foreign nationals who work outside of the United States.

Phone ~			
EMail	VIOLETBWELLS@PSMS.CO	И	Tax Reporting
ID Type	SS 🚽 Social Security :	#	● 1099
Tax ID#	View ********		O 1042
	@ PDS	l l	W-8 Received

<u>Note</u>: Tracking is being added for the eventual production of IRS Form 1042 which reports the amount of tax being withheld in the absence of a Form W-8. The functionality for generating the form will be available in the next release of S^{MS} Host following v22.6 in time for reporting on Tax year 2020.

Improvements have been made to the Payment Distribution Service (PDS) screen.

- The information has been rearranged on the screen as logically dependent on the selected Account Type.
- The Guest Number has been added to identify whether the PDS is defined for the Primary Owner or a Co-Owner
- The Bank Name has been added as a required field when the Routing and Account numbers are populated
- The Auto-Charge radio buttons now only display for the Credit Card Account Type.
- A stronger encryption method has been applied to storage of the Account number

 Springer-Miller Systems, Inc. PDS Setup Name Andy Adair PDS Account Number 100002 Account Type Credit Card Checking Account 	○ Do not auto-charge Card ○ Auto Charge by Post Code	v.22.6 (redesigned) PDS Screen
© Savings Account	Auto-Charge by Open Balance Routing Number Account Number PreNote Authorized	Name Adair, Andy Account Number 100002 Guest # 100006 Primary Owner Account Type O Credit Card © Checking Account O Savings Account
Escape		Routing Number 2530259 Account Number 8022530259 Bank Name People's United Bank Escape Edit

v.22.5 PDS Screen

Note that the Account # referenced on the Fees tab of the Owner Contract will only indicate the Account Type of a PDS # (i.e. CK = Check, SV – Savings), not the actual number.

CoOwners	Fees	Club	Tour	Inventory	Financial	Recurring	Loan	Notes	Book And Page	ĺ
----------	------	------	------	-----------	-----------	-----------	------	-------	---------------	---

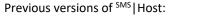
F	ees & Disbu	irsements
-		
	A + 0/	0.00000000
	Assessment %	
	AutoPost	
	Exclusion Amount	0.00
	Pooling	N
	Charge Codes	SA
	Exclude OMAPs	
	Bought	12/31/2015 Thursday
	Maximum Escrow	1,000.00
	Loan	0.00
	Sond Chook®	E0.00
	Account #	ск
		2530259
	103#	2330235

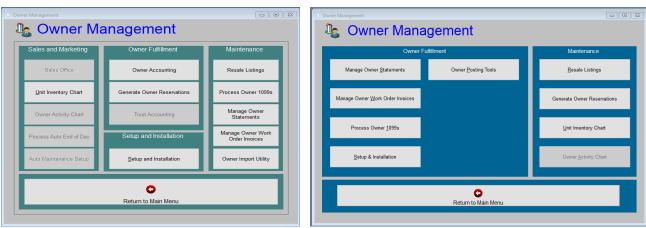
Credit Cards will only be allowed for the Primary owner. Checking and Savings account details can be defined on both Primary and Co-Owners. The Auto-Charge credit card payments process (Owner Accounting Menu, Auto-Post Credit Card Payments) will only look at the Primary Owner for credit card charges.

6	Springer-Miller Systems, Inc. PDS Se	-			
	Account Number	Name Adair,Andy Account Number 100002 Guest # 100006 Primary Owner		Credit XXXX0026 Expire 12/23 Full Card #	
					┛║
	Account Type	Credit Card Checking Acco Savings Accou		Do not auto-charge Card Auto Charge by Post Code Auto-Charge by Open Balance	
	Escape				

New Layouts for Owner Menus

User Interface improvements have been made for the Owner Accounting module with updates to the Owner Management menu layouts. All existing functionality remains accessible, although buttons have been relocated (as shown below).

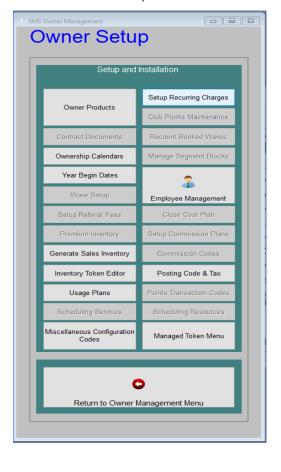




v.22.6:

Previous versions of ^{SMS} | Host:

v.22.6:





Previous versions of ^{SMS} Host:		v.22.6	5:		
1 Owner Accounting		3 1 Owne	r Accounting		
🔩 Owner Accoun	ting	1.	Owner Posting	То	ols & Statements
Owner Acco	punting				
Post Owner Transactions	Post Unit Value		Post Owner Transactions		Auto-Post Owner Charges
Fast Post Transactions Batch Post Transactions	Auto-Post Owner Charges		East Post Transactions		Auto-Post <u>R</u> ecurring Charges
Auto-Post Credit Card Payments	Auto-Post Recurring Charges		Batch Post Transactions		Post <u>U</u> nit Value
	Print Owner Statements		Auto-Post <u>C</u> redit Card Payments		Owner Import Utility
			Print Owner Statements		
Return to Ma	in Menu		Return	C to Mai	n Menu

New SMS | Host Modules

Guest Transaction Import Module

A new Import Guest Transactions module has been added to ^{SMS} | Host v22.6.

The new import utility enables users to bulk-post transactions to City Ledgers, Memberships and Reservations by creating a .CSV Excel file and then importing it into ^{SMS}|Host.

For more information on this module, see the <u>Guest Transaction Import Utility Guide</u> (available on the v.22.6 HelpSite), and contact your SMS Account Manager for pricing.

Housekeeping

Simplified resource selection in the Housekeeping Console

In order to simplify the selection of resources, Housekeepers' names are now displayed in the standard pick-list format enabling easier location and selection. The "**Search for**" link is now displayed when users launch the Update Housekeepers function from the right-click menu in the Housekeeping Console.

Housekeeping Rooms Management		
Housekeeping Zones	Housekeeping Management - Room Details (View #2)	
HK House HK % Zone Keeper Rms Mrks Value Points	HK HK House HK HK Room Room Type Current Current Name Current Pri Mark Stat 000 Keeper Zone Svc Number Res# Current Name Arrival	Current Esti A Depart De
All 68 37 298.88 1,195.50 0.00 01 10 4 3.75 15.00 0.00	✓ D X ARLENE 01 D A101 A1KMC 1000E2 Hughs, Ria 03/02/16 01 A101S2 A2SM A2SM A100 A1000 A1000	03/04/16
01 ARLENE 5 5 39.00 156.00 0.00 02 7 1 0.00 0.00 0.00 02 ARLENE 13 11 92.63 370.50 0.00	01 A10153 A35M 01 A10154 A45M V 01 A102 A10L	
03 10 5 39.75 159.00 0.00 04 8 3 24.75 99.00 0.00	T D ARLENE 01 D A103 A1KMC 1000DB SHARE 03/02/16 01 A103S3 A3SM	03/06/16
04 BECKY 5 4 32.25 129.00 0.00 05 2 0 0.00 0.00 0.00 05 LEONA 5 2 34.50 138.00 0.00	T D 01 D A104 A10L 100012 Garvey, Margaret 03/03/16 A1KMC 1000E7 Jones, Sasha 03/02/16 A2SM	03/05/16 03/04/16
06 1 1 15.00 60.00 0.00 06 LEONA 2 1 17.25 69.00 0.00	UnSelect All A1QL 1000FZ Tufts, Tosha 03/03/16 A1KMC 1000E4 Rodgers, Scott 03/02/16	03/06/16 03/04/16
	Mark For Service A10L 1000FV Fales, Richard 0.3/03/16 Clear Service Mark A1KM 1000DV Wright, Donna 0.3/02/16 A10L 1000HX Barry, Lorraine 0.3/03/16	03/08/16 03/04/16 03/05/16
	Update Housekeeping Mark A1KMC 1000E5 Markus, Patricia 03/02/16 A2SM	03/04/16
	Update Housekeeper	03/06/16
	Clear Housekeeper ATML 1000EA Hodges, Sandra 0302/16 Update Zone A3SM	03/04/16
	Zoom to Current Reservation A1KL 1000.JB Augustine, Stephan 03/01/16 A1KMC 1000DA **SUITE** 02/28/16 A2SM	03/03/16 : 03/02/16
	Zoom to Current Reservation HK Profile Zoom to Next Reservation ALK Profile A1KMC 1000FN Cantu, Allen 03/02/16 A1KMC 1000FN Cantu, Allen 03/02/16 A1KL 1000FN Cantu, Allen 03/02/16	03/09/16 03/05/16 03/04/16
	Zoom to Next Reservation HK Schedule	>
nclude Non-Avl Multi-Prop ABDR Rental Prog ABCFOQW	HI Zoom Unit Sectoration Fix Frome s Only □ Master Suite Only ☑ Include Clean/Vacar K Gust/Room Alert k Only ☑ Include Unmarked U	0
P	Housekeeping gog nie	
Res # Name Prty	F Work Order Guest Name D Close Menu	escription
▲ ズ <u>A</u> <u>1</u> View <u>P</u> ost HK <u>Q</u> ueue	Refresh View Manage Zones Find Zolve Sheet Baggage	
▼ ▼ Escape 2 View 7 WrkOrd	AutoLive Off Setup&Config Change HKStatus Manage QOO	Reports

The Housekeepers' pick-list appears as shown below. Note that the list can be sorted by <u>Code</u> or <u>Last Name</u> by clicking on the column heading.

rst Name

Guest Accounting

Negative Debits in AutoBill

The AutoBill City Ledger/Membership Charges routine now presents a new option for you to determine how negative debits will be handled.

AUTOBILL CITY LEDGER/MEMBERSHIP CHARGES Wednesday 03/16/16 User - SY
This option allows you to generate credit card charges for memberships and city-ledgers that are flagged for Autobill.
Do you wish to continue (Y/N)? 🦞
Folios to include for charges: (123456789BCGP) or Blank for all Enter cuttoff date for charges on or before: 03/16/16 Folios to include for payments: (123456789BCGP) or Blank for all Enter folio to post(1-9,B): 1
Should negative charges be considered to be payments (Y/N)? Y
Report and (P)ost or (R)eport only (P/R)? <mark>R</mark> Sort Output by: (A)ccount Number, (N)ame or Account (T)ype (A/N/T)? <mark>N</mark> Send report to (S)creen or (P)rinter (S/P)? <mark>S</mark>

When this new prompt is answered as Yes, any negative charges will be treated the same as payments.

For example, the below Membership account has a balance of \$304.00 as of 3/13/16 and also has a negative charge of \$50.00 that was posted on 3/16.

Men	ıbe	rship	C						
Trans	action	Detail							
Date	User	Unit	Fol	XF	Code	Description	Charge	Payments	Run-Bal
03/13/16	SY	A-MEMB	1		MBDUES	Membership Dues	250.00	0.00	250.00
03/13/16	SY	A-MEMB	1		ZGLFRC	Golf Retail - Clothing	50.00	0.00	300.00
03/13/16	SY	A-MEMB	1		XTXS	State Sales Tax	2.50	0.00	302.50
00/40/40	OV	A 115115			VTVO	Other Ten	4.50	0.00	201.00
03/16/16	SY	A-MEMB	1		MBDUES	Membership Dues	-50.00	0.00	254.00
03/10/10	51	A WILLING			ZGEFXC	Gon Gaddy Gharge	40.00	0.00	233.00

With the new prompt answered as **No u**sing a cut-off date of 3/13, the 50.00 negative charge would not be included and the credit card would be charged \$304.00

AUTOBI	LL CITY-LEDGER/	MEMBERSHIP CHA	RGES	PAGE – 1
====== Acct#	Typ Name	Tran Code	Amount Card Number	Exception Message
1000TH	L Friday, Ma	dison PYVISA	304.00 XXXX1119	

If, however, the new prompt is answered as **Yes**, using the same cut-off date of 3/13, the system will take the \$50.00 negative charge into account and the credit card would be charged \$254.00

AUTOBILL CITY-LED	GER/MEMBERSHIP CHAR	GES	PAGE - 1
Acct# Typ Name	Tran Code	Amount Card Number	Exception Message
1000TH L Friday	, Madison PYVISA	254.00 xxxx1119	

Guest Alert / Correspondence

Guest Alert / Correspondence variable for third-party voucher number

A new standard Guest Alert Variable in ^{SMS} | Host v22.6, **CONFNUM**, for "Third-Party Voucher Number" enables you to include the data that appears in the "**Voucher**" field on the Reservation / Zoom screen (shown below) in Guest Alerts and in Correspondence Letters.

Reservation#: 1000DC Keltner, Jane 03/02/16-03/06/16 - Mr. Be	eau K Keltner 0 Stays 0 Nights			
R#1000DC:INH	Itinerary	First Stay!	<u>M</u> essages	Locators <u>4</u>
Confirm Check Qut	≰-Cancel	Name Keltner, J	ane	
Zoom - Additonal Information			-	
< PACKAGE > (P) SHARE Share	Initiating System 2	(Formerly Direct System)	Reg Card # <u>4</u>	Source
<reservation stamp="" version=""> 20150707-38602</reservation>	Sending System 3	(Formerly Originating System)	Arrival Card # <u>5</u>	
 UNIT/ROOM > (U) A103-A1KMC Aspens Vista King King Mountain View 	Guest Loyalty Z		Back Office # <u>6</u>	
<pre>SOURCE > (S) TRAVELORITY</pre>	Re <u>n</u> tal Car	Airline	Voucher 6045462	

The new variable, **CONFNUM**, as it appears in the ^{SMS} | Host Correspondence Variable Listing.

Etter Variables - By Code		
Sc Code	* Description	
1 CONFNUM RES	ERVATION 3RD PARTY VOUCHER NUMBER	

For a full list of variables see Help Topics, Guest Alert Variables, and Correspondence Variables.

SMS | Retail Point of Sale (POS) Enhancements

Reporting

Out-of-Balance Check Report in the POS Reports Menu

A new Out-of-Balance Check Report has been added to the POS Reports Menu. Previously during ^{SMS} | POS End-of-Day, if an out-of-balance check was found, a report would display the OOB check details. This enhancement enables the report to be run outside of the EOD process to view any OOB checks. The report is located in POS - Back Office – Reports -Reports Menu and is option R for Out-of-Balance Check Report.

SMS recommends adding this report to your Night Audit process and checklist.

Report Menu
P. POS Reports A. Daily POS Transactions B. Voids Report D. Historical Shift Analysis Report D. Historical Transaction Analysis E. User Analysis F. Historical Statistical Analysis G. Open/Closed Check Report H. User Cash-Out E. I. Menu Listing J. Tax Revenue Report K. Discount Transaction Report P. Ticket History R. Out-of-Balance Check Report R. Out-of-Balance Check Report

The report can be sorted by Table, Server or Check Number and specific or all revenue centers can be selected:

Report	PR / Out-of-B	alance Cher	k Report		000504		This option gene	rates a listing of out of	balance checks	
Report			a report			_ '	inio option gene	faces a noting of out of	balance checks.	
Description	OOB Check F	Report			10002Y					
Report Group		•								
	Show this se	et for the Curr	ent User ID On	ly (999)						
Print Queue	Disk File									
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Report output:

ut-of-Balance SMS	POS Chec	ks			03/08/16
Rev Center	User	Check#	Charges	Payments	OOB Amount
SP-Oasis Spa	999	1001BJ	16.75	15.75	1.00