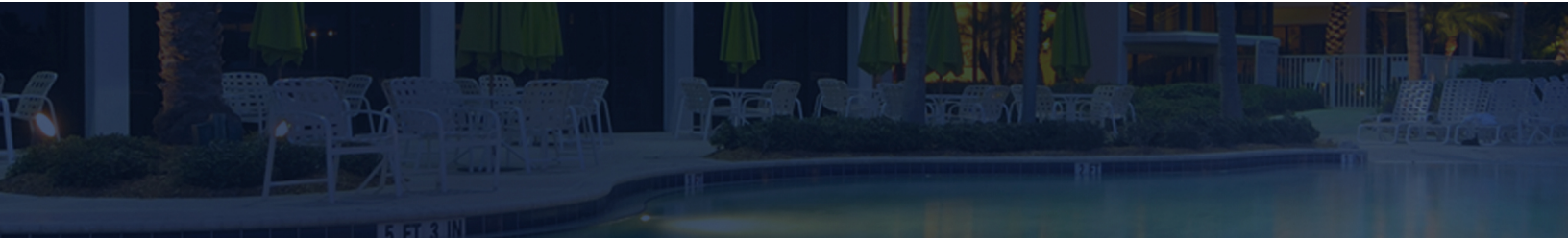# SMS™

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.

Contents

Trademark Information

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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: https://help.springermiller.com/host/226

^{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.

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.

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).

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

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.

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:

Example Reservation Tile:

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.

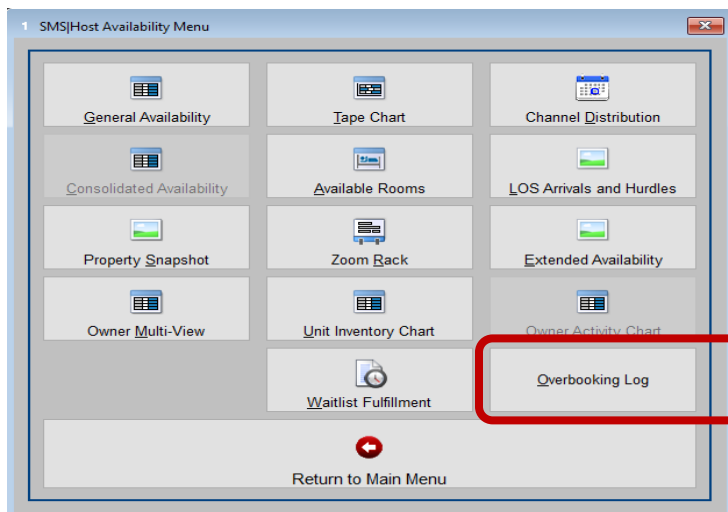## Record and display IP Address or Computer Name in System Maintenance Log

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:

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**.


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**"
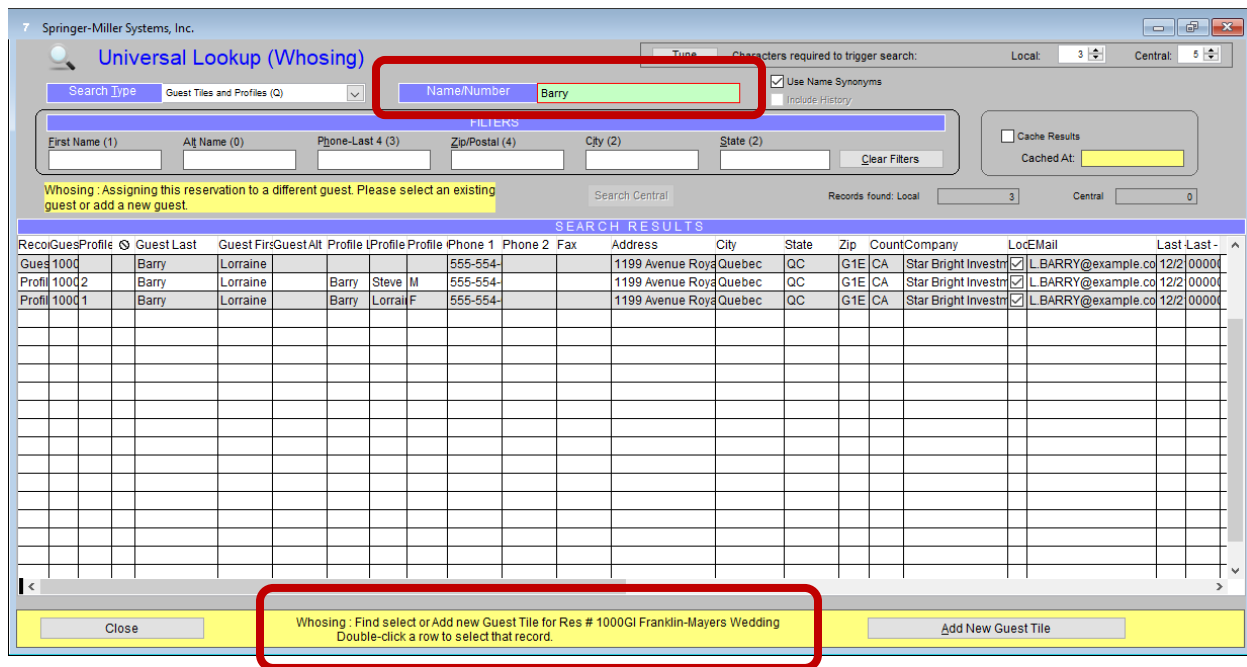
Whosing to an existing Guest Tile

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 **Add 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:
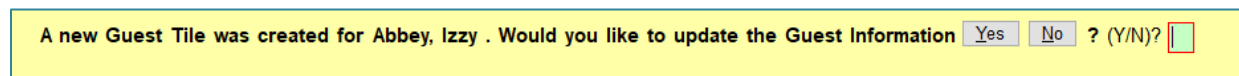
Select Yes if you would like to update the information on the Guest Tile. This will display the new Guest Tile. Select No, to close the prompt without launching the new Guest Tile.

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

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
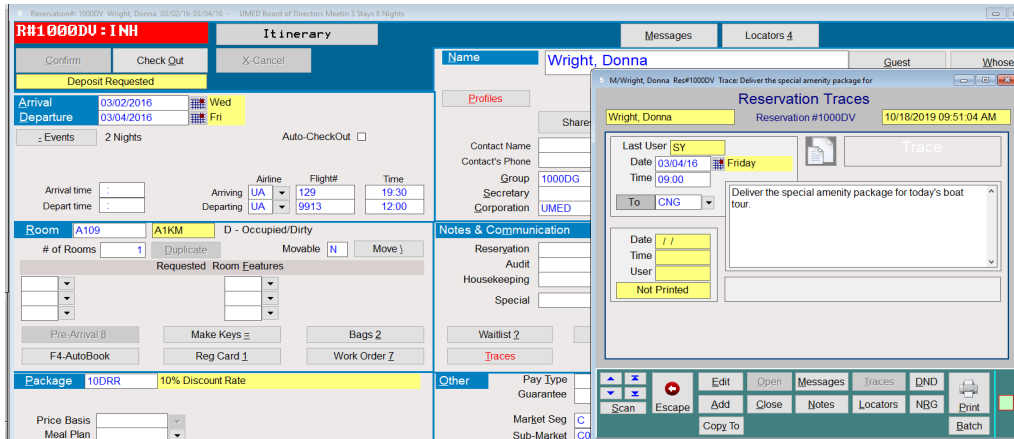
A number of obsolete character-based options have been removed. These options have been available and accessed from visual ^{SMS}|Host for many years. N**o functionality has been eliminated from ^{SMS}|Host**. For a number of years, as functions have migrated to visual screens, users have been presented 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)

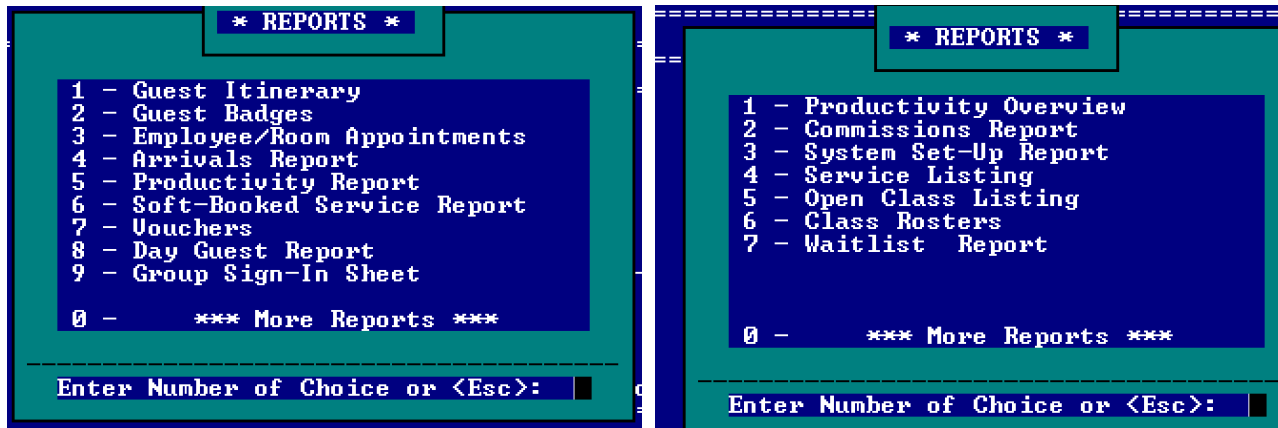The following have been removed from the "**Additional Options (B)**" menu –

- D. Telephone Switchboard
- G. Change Housekeeping Status
- K. Manually Map Zones
- L. Auto-Manage Housekeeping
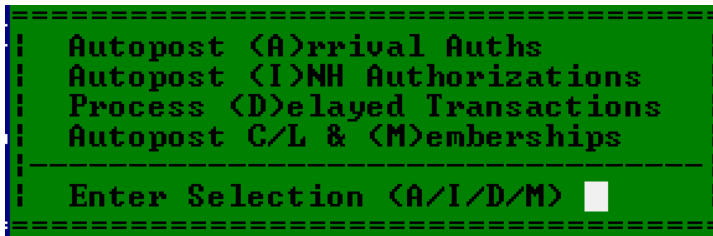- M. Baggage/Checked Items
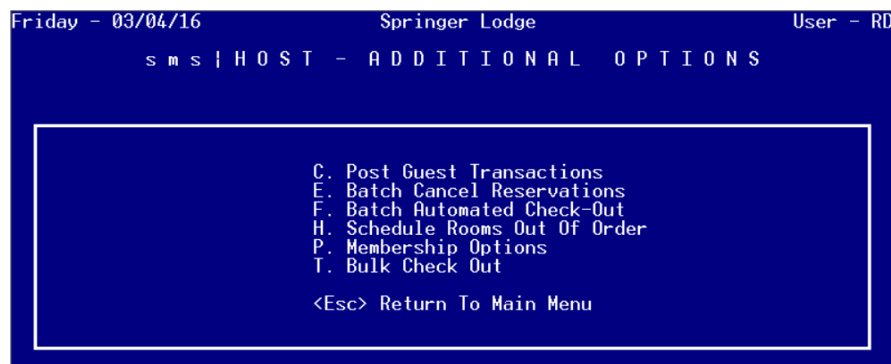
Additional Options (B) → Resort Scheduling (R)

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.

```
           * REPORTS *                    ================     * REPORTS *     ==========
                                          ==
   1 - Guest Itinerary                       1 - Productivity Overview
   2 - Guest Badges                          2 - Commissions Report
   3 - Employee/Room Appointments            3 - System Set-Up Report
   4 - Arrivals Report                       4 - Service Listing
   5 - Productivity Report                   5 - Open Class Listing
   6 - Soft-Booked Service Report            6 - Class Rosters
   7 - Vouchers                              7 - Waitlist  Report
   8 - Day Guest Report
   9 - Group Sign-In Sheet

   0 -      *** More Reports ***             0 -      *** More Reports ***

   _____              _____
   Enter Number of Choice or <Esc>: ▮       Enter Number of Choice or <Esc>: ▮
```

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) → Credit Card Processing (S)

```
=================================================
| Autopost (A)rrival Auths                      |
| Autopost (I)NH Authorizations                 |
| Process (D)elayed Transactions                |
| Autopost C/L & (M)emberships                  |
|-----------------------------------------------|
| Enter Selection (A/I/D/M) ▮                    |
=================================================
```

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) → 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 → User Settings (U)

The User Settings character menu has been removed entirely in favor of the visual menu
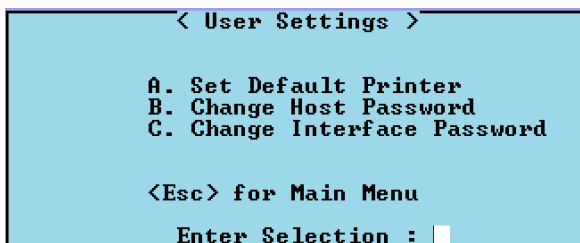
Visual User Settings:
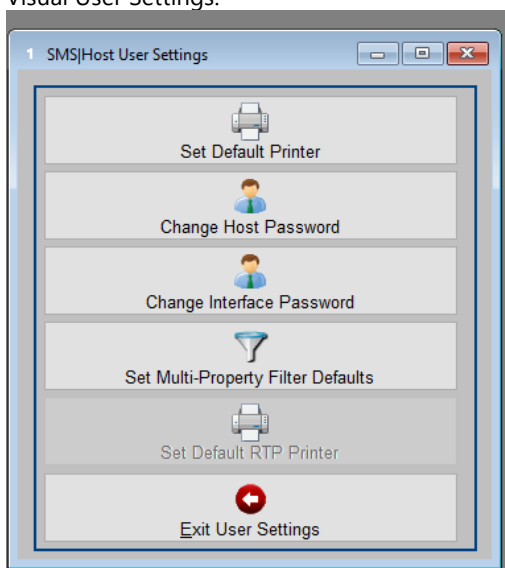
Run Custom reports from the Visual Reports menu

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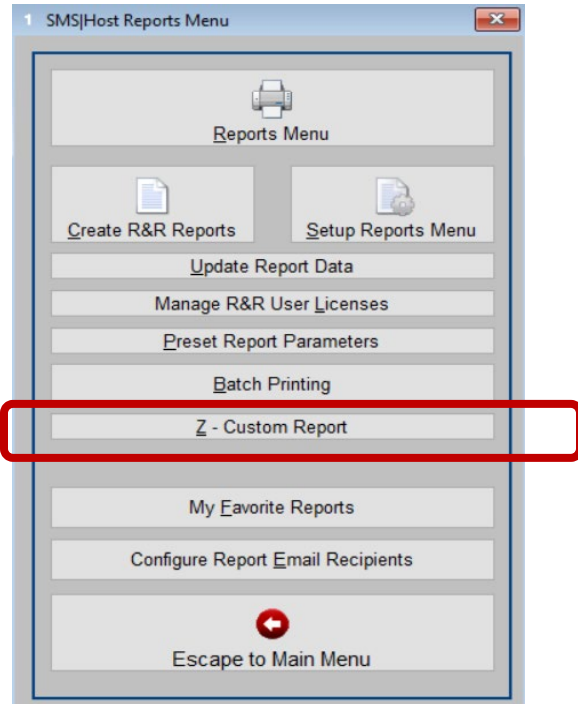
Additionally, the character **D. Reports** menu option has been renamed **D. Custom Reports** and is dedicated to this function. This character option will be eliminated in a future version. Please update your procedures and checklists to use the above option instead.

Groups

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

^{SMS}|Host v22.6 includes a new Reservation scan option: **GroupZoom**. When a reservation is linked to a group or mini-group 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.
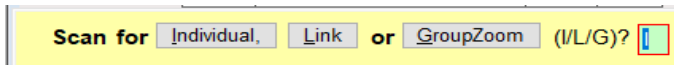
Selecting '**GroupZoom**' will launch the "**Advanced Reservation Zoom**" screen.

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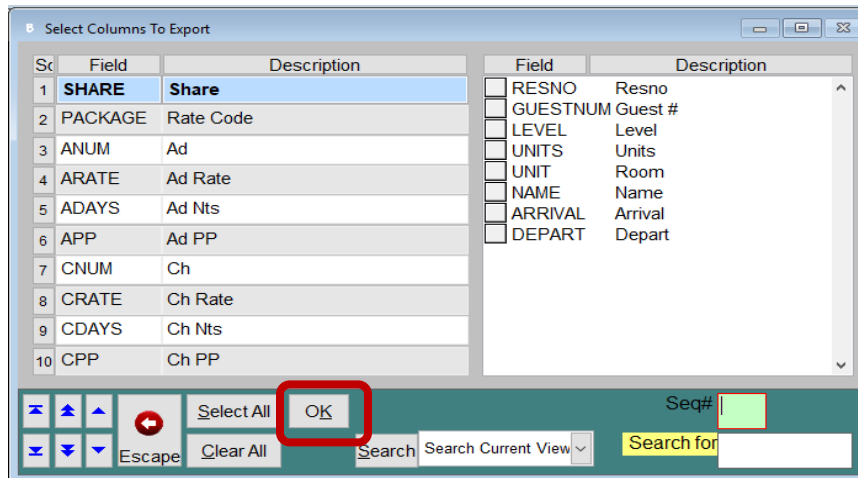
When completed, press the **OK** button, and you will be prompted to specify a file location and file name.

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

	A	B	C	D	E	F	G	H	I	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		
0	1000KB	1000YY	NEW	1	A1KM	Harvey, Jodi	2/28/2020	3/3/2020		
1	1000KC	1000YY	NEW	1	A1KM	Greenleaf, Jeni	2/28/2020	3/3/2020		
2	1000KD	1000YY	NEW	1	A1KM	Ridenour, Jodi	2/28/2020	3/3/2020		
3	1000KE	1000YY	NEW	1	A1KM	Walker, Michel	2/28/2020	3/3/2020		
4	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)
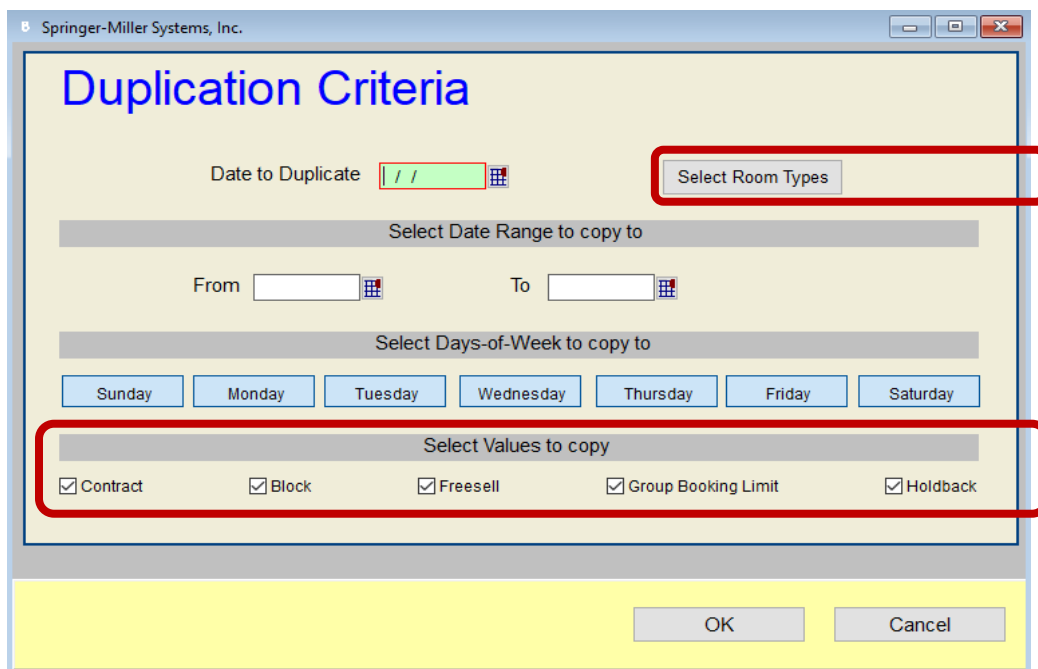
You can select specific Room Types to be included in the duplicated block.
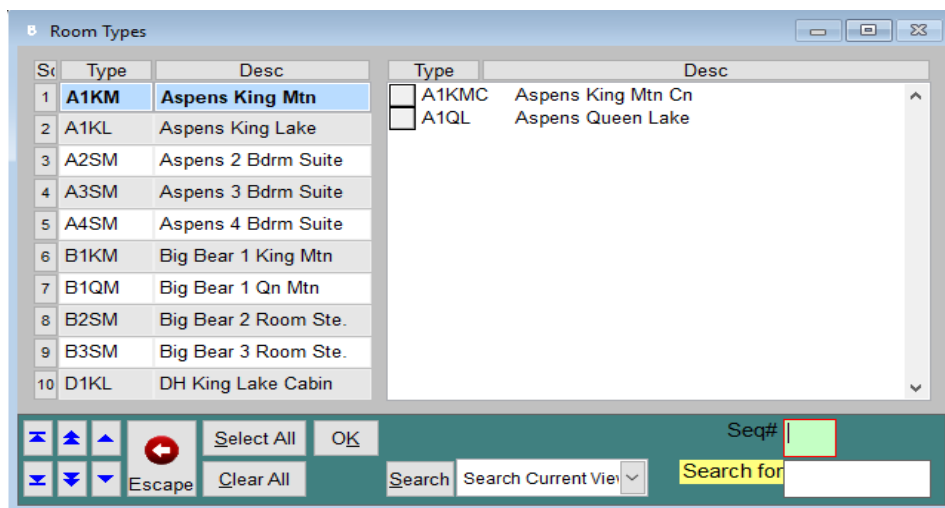
Reporting

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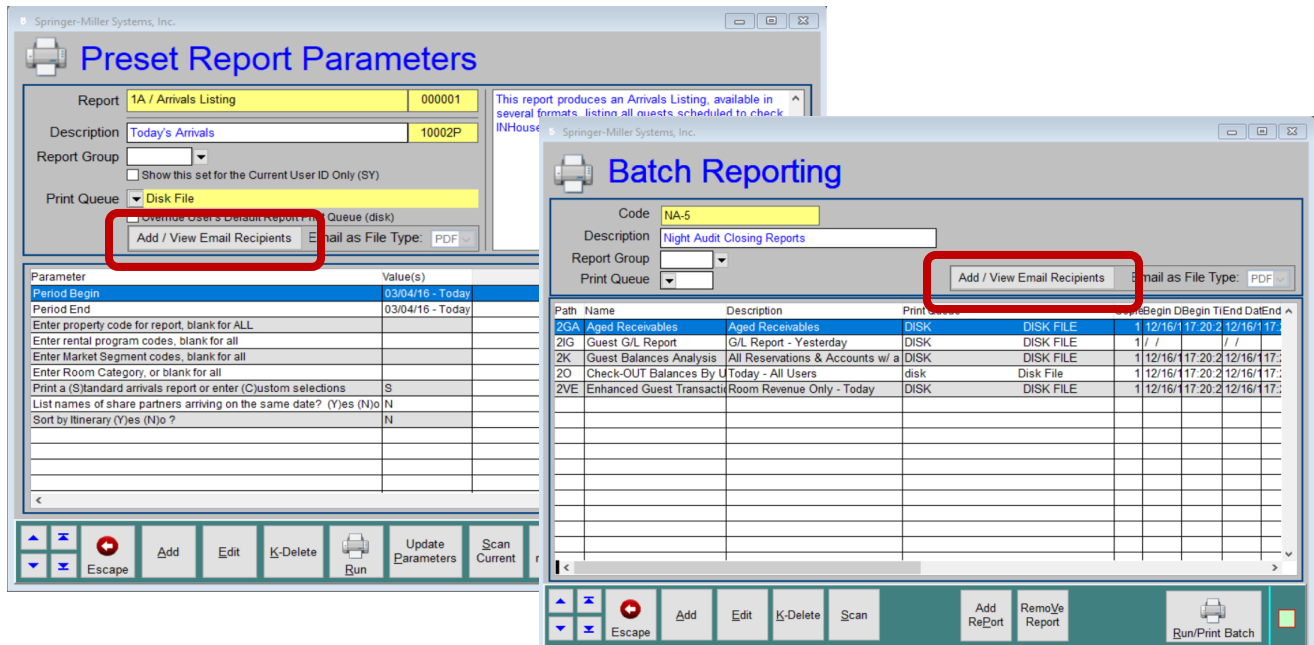
Select "**Add/View Email Recipients**" to assign individuals or email groups to receive these reports via email.

Note: 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 multi-property for units or guest capacity. A Room Category filter option has been added to this report as shown below.

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:

Report and Export Examples

Summary layout printed to paper:

Summary layout exported to Excel:

Snapshot printed to paper:

Snapshot exported to Excel:

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.

Expanded Arrivals (R&R Reports) can include Spa*Soft* Bookings

New versions of the following custom R&R reports have been enhanced to include Spa*Soft* 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.

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.

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.
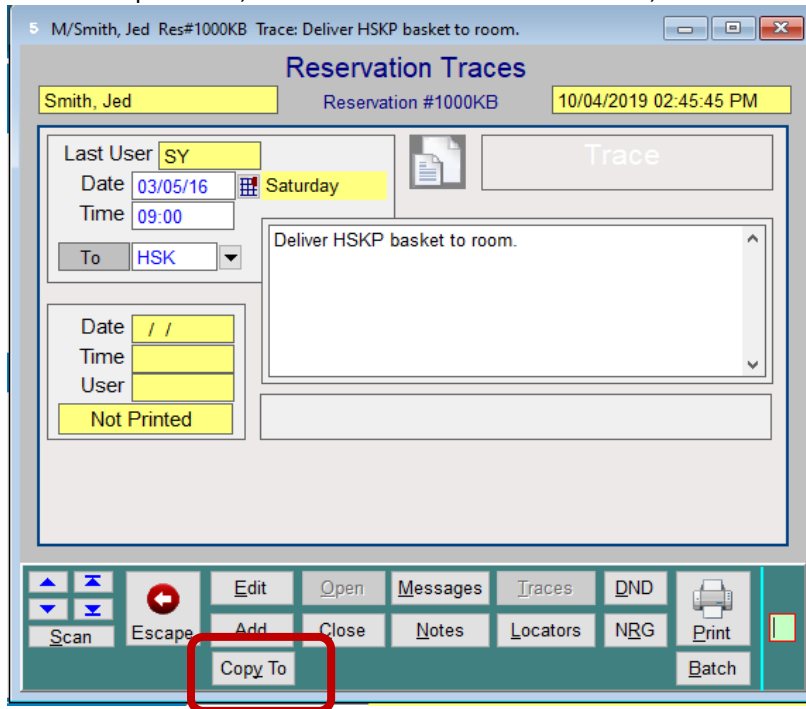
Select '**Copy To**' to access a scan list of reservations that comprise the mini-group.
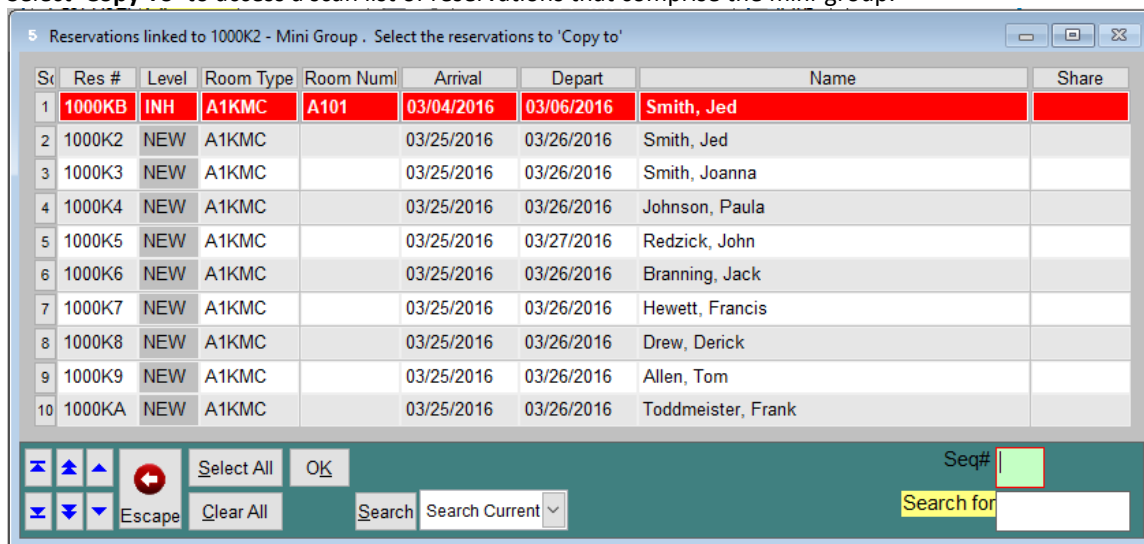
You may now select individual reservations or choose **Select All** to identify those to which an identical Trace will be applied.

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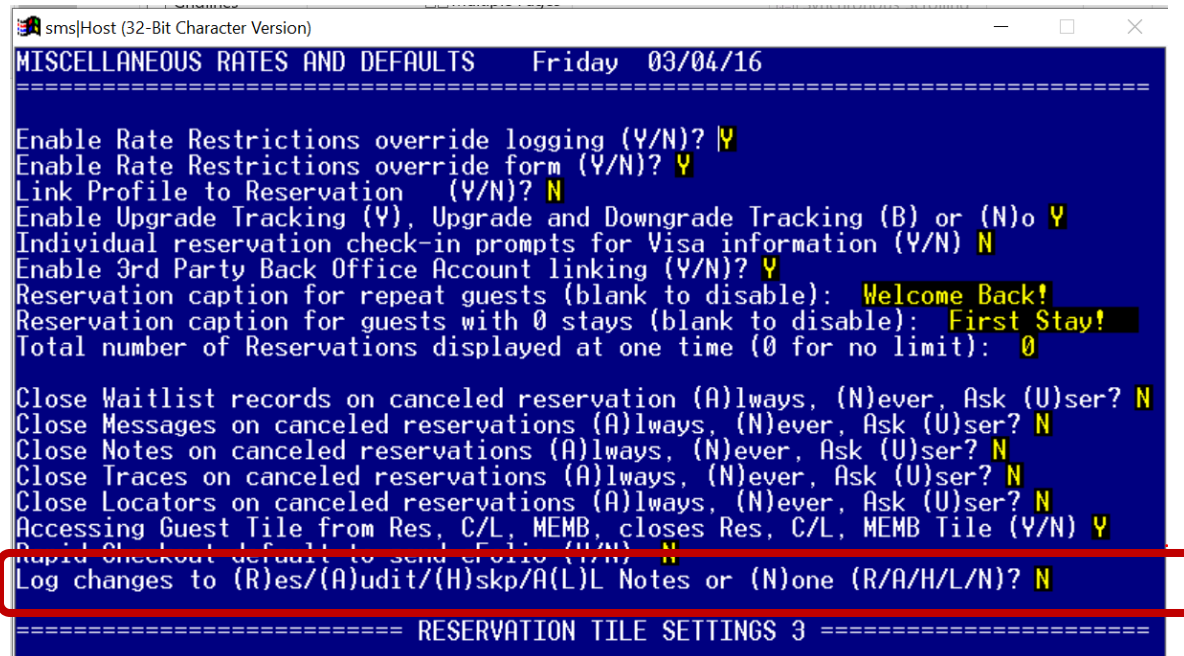
In the following example, configuration has been set to log A(L)L notes in the Changes Log. **Reservation**, **Audit** and **Housekeeping** notes fields were added.

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

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
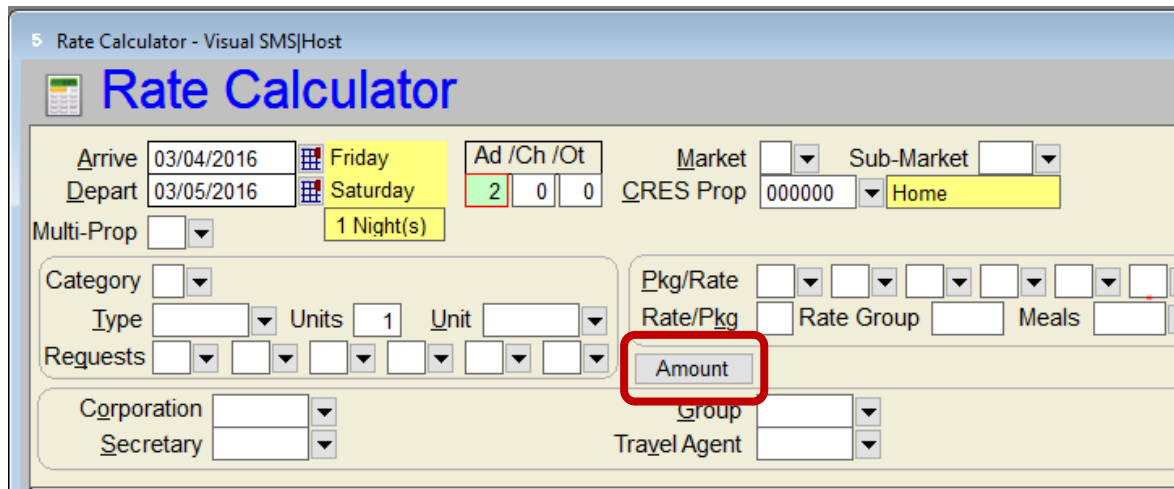
Pressing the button enables the User to define a price range to be applied as a filter. The amount can be for the entire stay or per night.
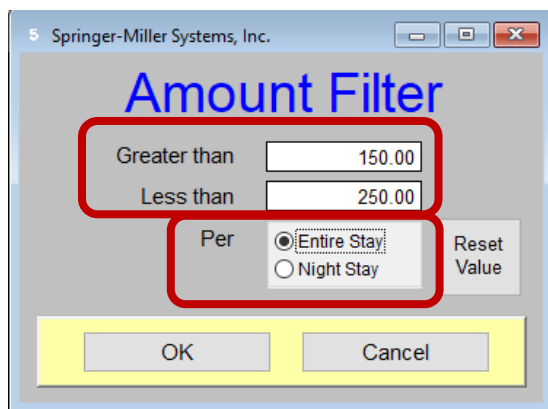
When the Amount filter is active, 'Amount' field label displays the selected range.
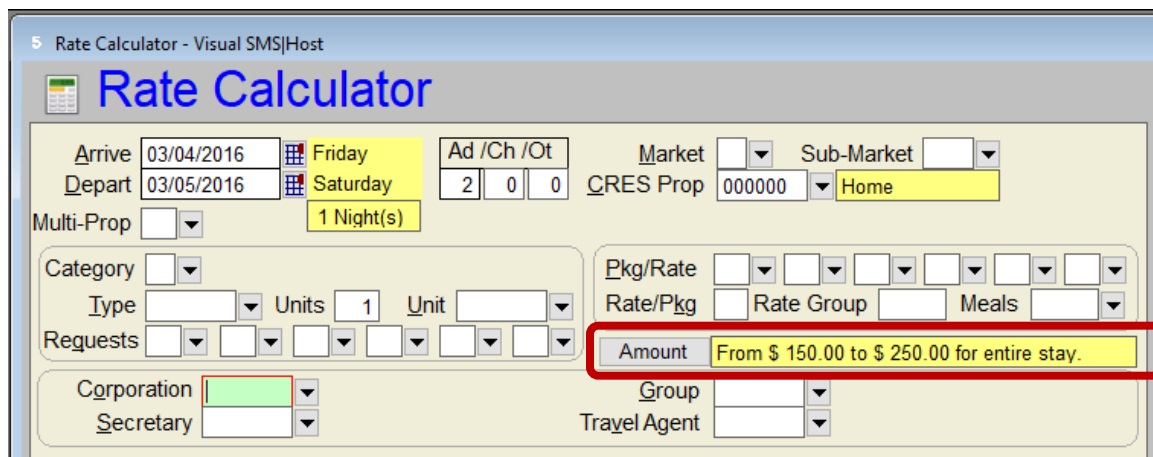
The F5-Rate Calculator will return rates based on the criteria.

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.
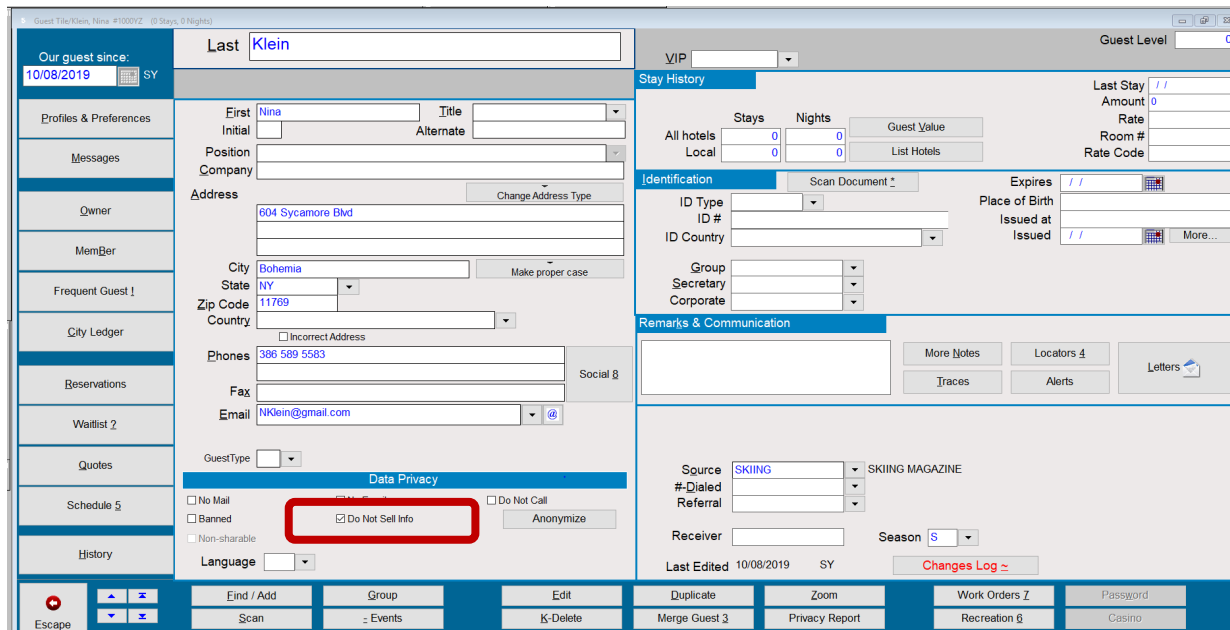
As with the "**No Email**" setting, released in v22.1 of ˢᴹˢ|Host, the "**Do Not Sell Info**" setting is supported by a set of reason codes as well as a text entry box to capture the guest's reason given for opting out, setting status is reported in the Guest Data Privacy report, and filters (to exclude based on the setting) provided for Mailing List reports (shown below).
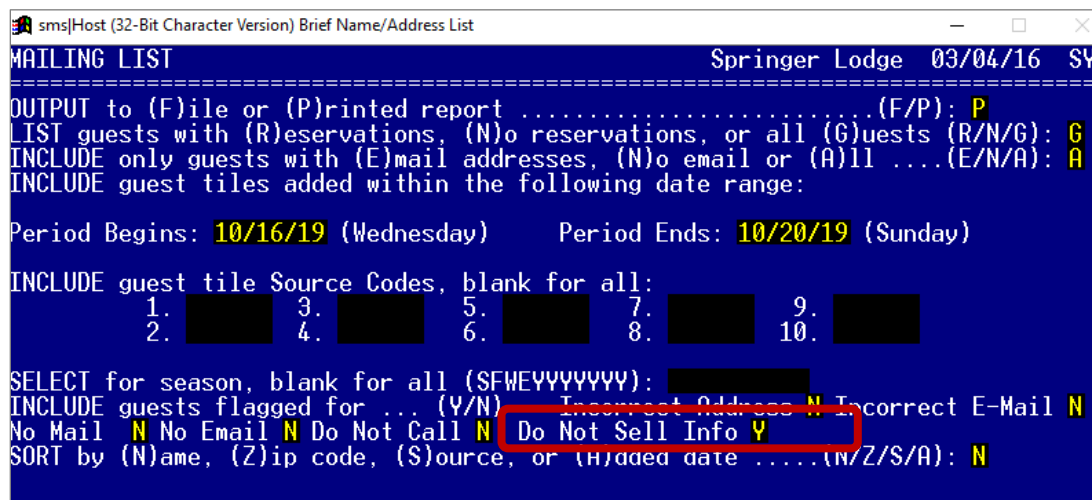
For more on Data Privacy tools see the ˢᴹˢ|Host v22.6+ Data Privacy User Guide on the HelpSite.

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.

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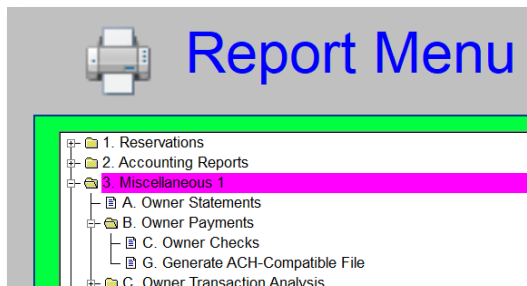
Note that the <u>Miscellaneous 1</u>, <u>Item B</u> has been renamed from Owner Checks to **Owner Payments**. The printing of Owner Checks is now an option (**R,R,3,B,C**) within this menu location.

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 Guide for the Automated Clearing House (ACH) Compatible Export 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)? Y

When this prompt is answered as (**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*

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.

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.


Note: 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 ^{SMS}|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

v.22.5 PDS Screen
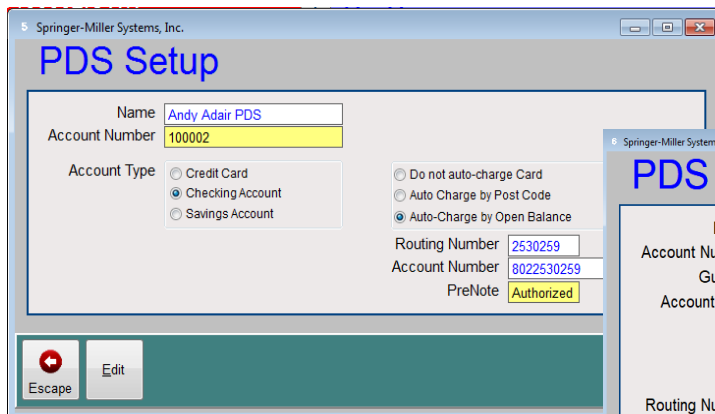
v.22.6 (redesigned) PDS Screen
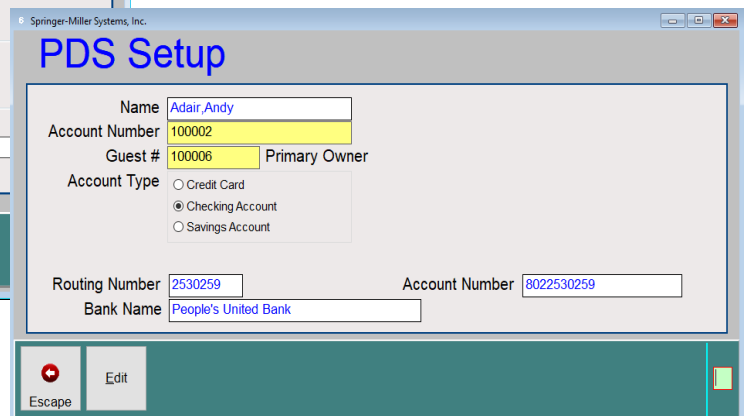
Note that the Account # referenced on the Fees tab of the Owner Contract will only indicate the Account Type of a PDS # (i.e. CK = Check, SV – Savings), not the actual number.

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.
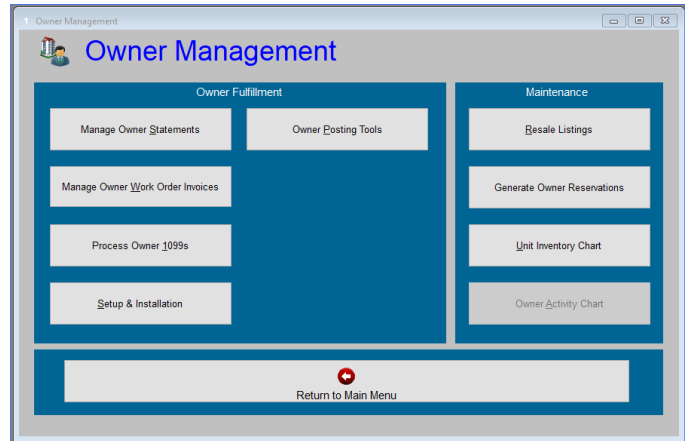
New Layouts for Owner Menus

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).
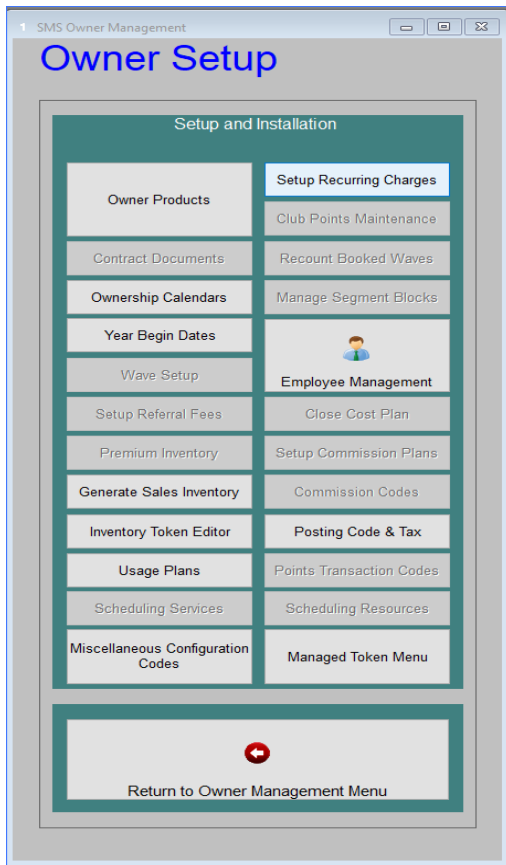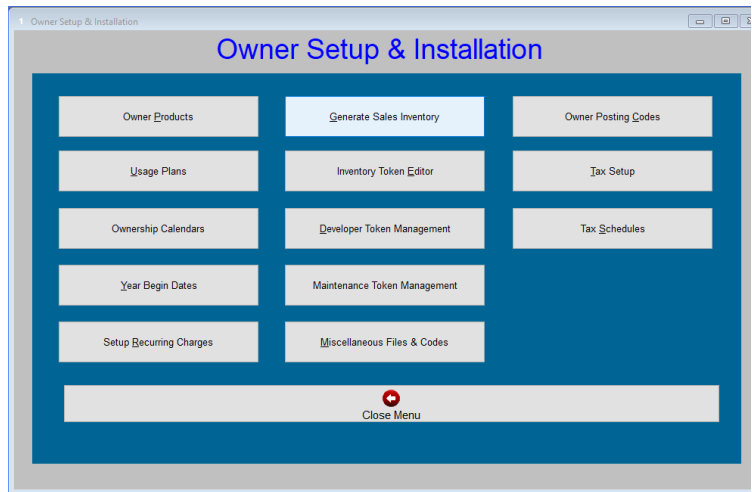
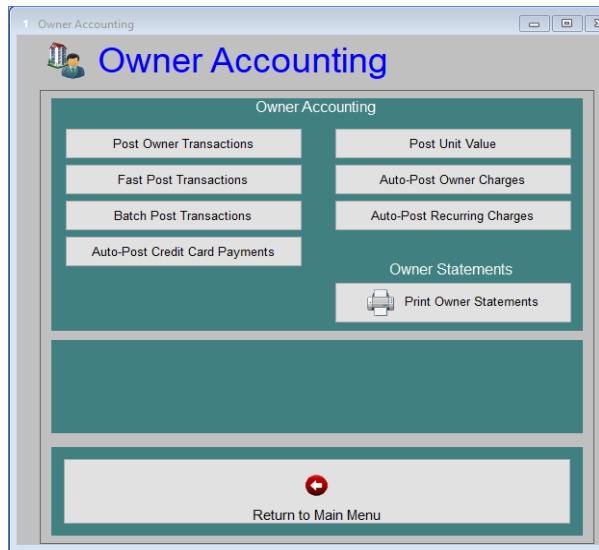Previous versions of ^{SMS}|Host: v.22.6:
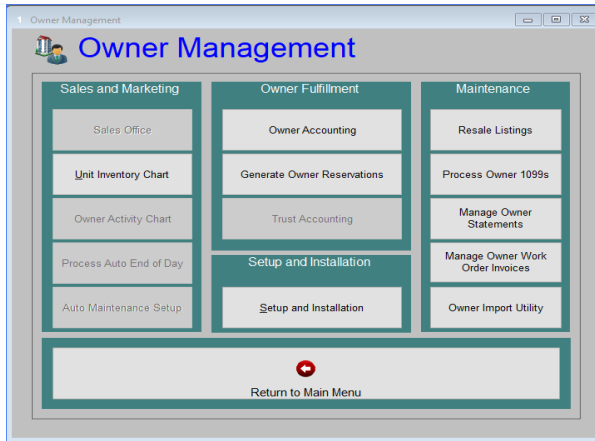
Previous versions of ^{SMS}|Host: v.22.6:
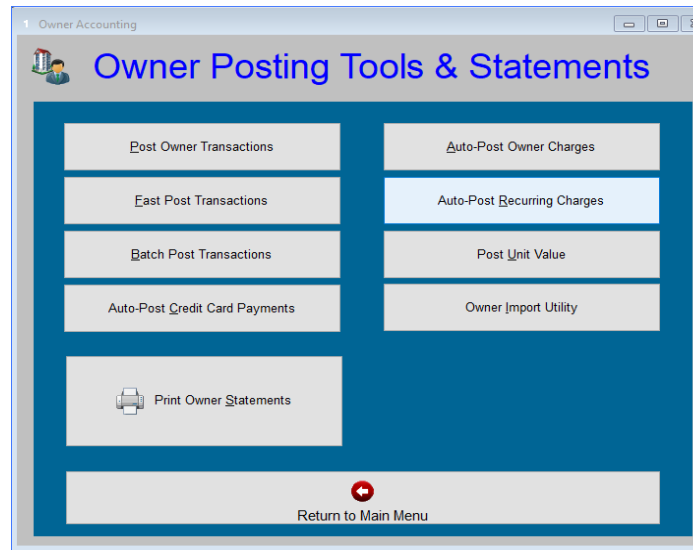
Previous versions of ^{SMS}|Host: v.22.6:

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 **Guest Transaction Import Utility Guide** (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.
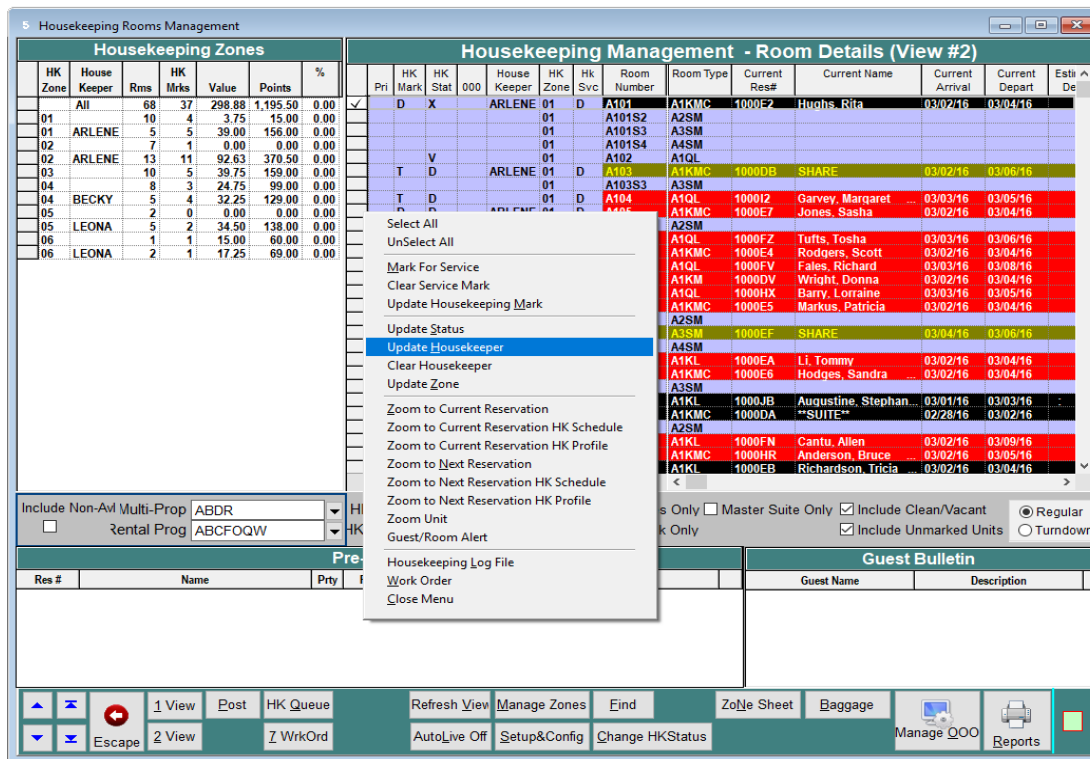
The Housekeepers' pick-list appears as shown below. Note that the list can be sorted by Code or Last Name by clicking on the column heading.
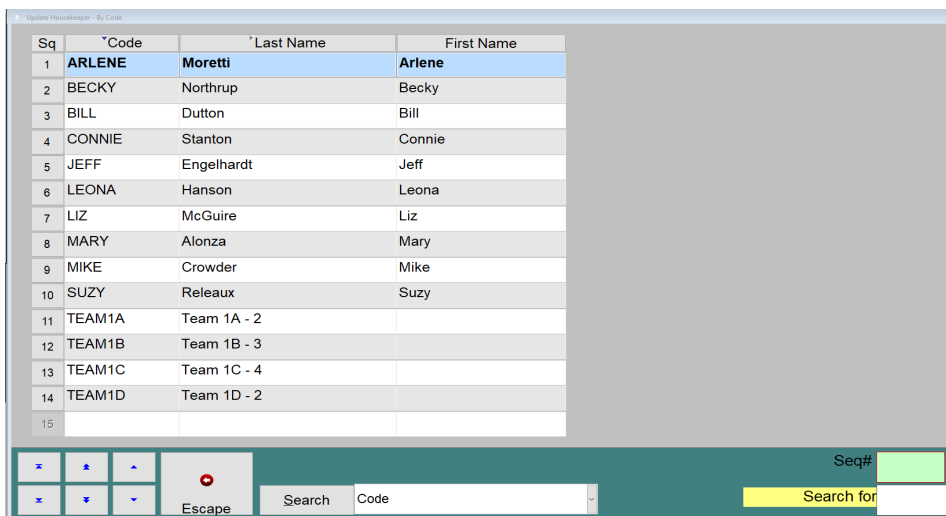
Guest Accounting

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.

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.

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

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-LEDGER/MEMBERSHIP CHARGES                         PAGE  -  1
=============================================================================
                              Tran
Acct#  Typ Name              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.
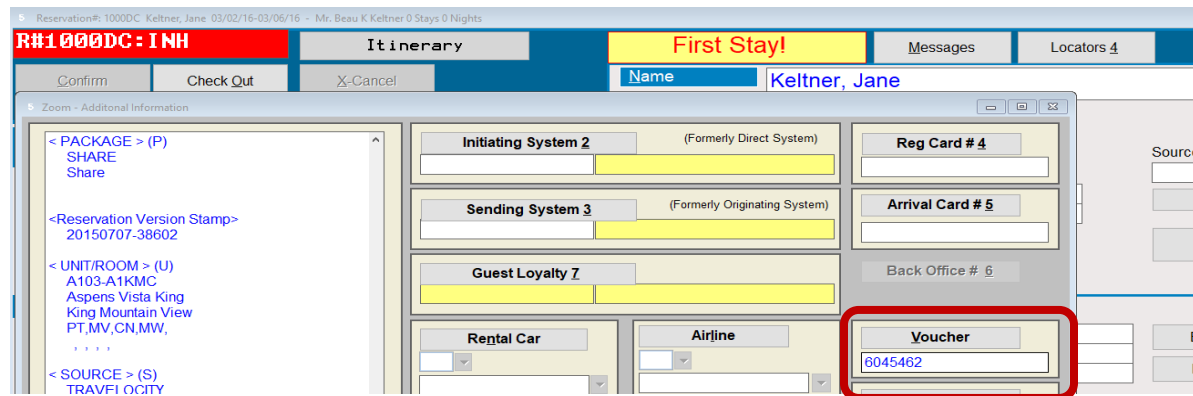
The new variable, **CONFNUM**, as it appears in the SMS|Host Correspondence Variable Listing.

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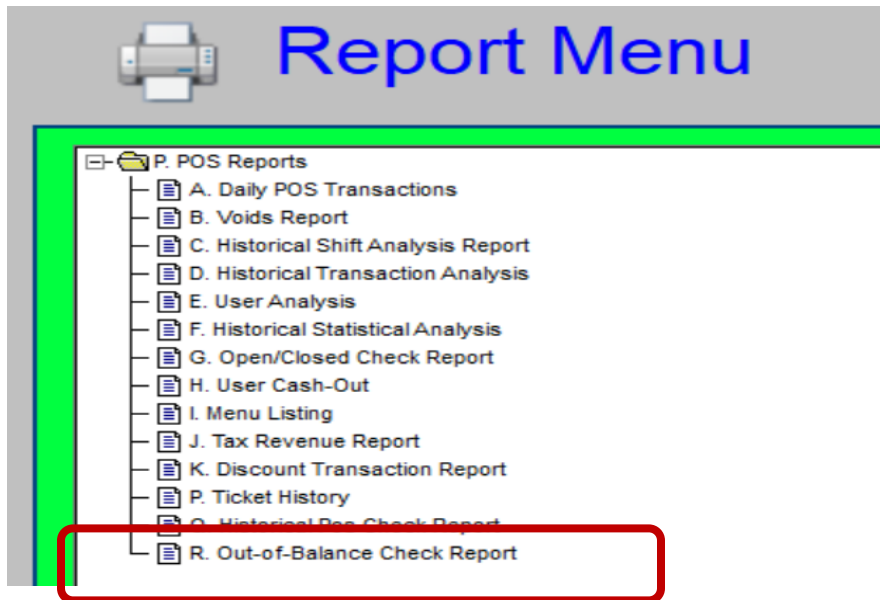
The report can be sorted by Table, Server or Check Number and specific or all revenue centers can be selected:

Report output: