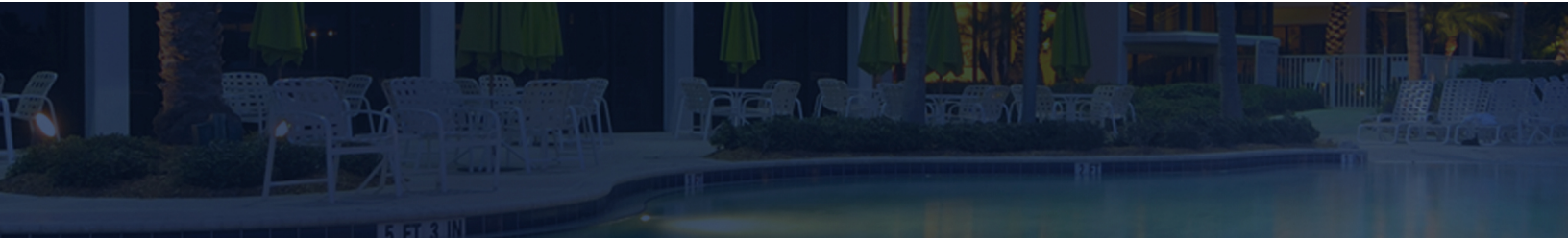




SPRINGER-MILLER  
SYSTEMS



# 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

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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 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   |
|-----------------------------|---|
| <b>Today's Reservations</b> | 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) |
| <b>INH Reservations</b>     | This function will display a list of all In-House reservations  |
| <b>Block Arrivals</b>       | This function allows access to the Block Arrivals screen  |
| <b>Universal Lookup</b>     | 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.

| Unit | Type  | P | H | O | I | R | November 2020   |
|------|-------|---|---|---|---|---|---|
|      |       |   |   |   |   |   | 18   19   20   21   22   23   24   25   26                        |
| A104 | A1KMC | A | X | D |   | N | Kleinbans, Robert 11/17-11/24 1000K7                              |
| A102 | A1QL  | B | V |   |   | N | OOO-Carpets 11/17-11/25 1000K6   Caple, Dominick 11/25-11/27 1000 |
| A105 | A1KMC | A | D |   |   | N | Romano, Mikey 11/17-11/21 1000K8                                  |
| A104 | A1QL  | B | D | * |   | N |   |
| A106 | A1QL  | B | V |   |   | N | Amando, Greg 11/17-11/21 1000K9                                   |
| A107 | A1KMC | A | D | * |   | N |   |
| A108 | A1QL  | B | D | * |   | N |   |
| A109 | A1KM  | A | D | * |   | N |   |
| A110 | A1QL  | B | D | * |   | N | Carlson, Robert 11/17-11/21 1000KA                                |

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).

The screenshot shows the 'SMS Work Order' window. At the top, 'Task # 10001S' is highlighted in yellow, with a status of 'OPN'. Below this, various fields are populated: Task Code 'P00001', Due Date/Time '11/17/2020', Assigned To 'LIZ01', and Department 'ETECH'. A section below contains 'Work Order # 10000Z', 'W/Order Code S20010', 'W/Order Location OWNERR', and 'Reported by Gus Collins (EMP)'. A table shows 'Est Time' (0 days, 1 hour, 0 minutes) and 'Time Spent' (0 days, 0 hours, 0 minutes). Below the table, 'Unit Cost' is 20.00 and 'Extended Price' is 0.00. At the bottom, there is a toolbar with buttons for 'Add', 'K-Delete', '6 Documents', '7 Alerts', 'Edit', 'Scan', 'Temp Hold', 'Out Of Order', and 'Print'.

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:

The screenshot shows the 'Property Snapshot' window with a table titled 'Arrivals - By Name'. The table has columns for S, Res#, Level, #/Room, Name, Arrival, Est Arr Time, Depart, Est Dep Time, Return, Balance, No Show, Status, and Pre-Arrive. A red box highlights three rows: row 3 with Res# \$1000KK, Level CNF, Room 1/A209, Name Friday, Madison; row 4 with Res# \$1000JV, Level CNF, Room 1/A209, Name Friday, Savana; and row 5 with Res# 1000K0, Level NEW, Room 1/A1KM, Name Blevins, Jennifer.

| S  | 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 |         |        |            |
| 2  | 1000K0   | NEW   | 1/A1KM  | Blevins, Jennifer  | 03/08/2016 |              | 03/09/2016 |              |        | 0.00    |         |        |            |
| 3  | \$1000KK | CNF   | 1/A209  | Friday, Madison    | 03/08/2016 | :            | 03/09/2016 | :            |        | 0.00    |         |        |            |
| 4  | \$1000JV | CNF   | 1/A209  | Friday, Savana     | 03/08/2016 | :            | 03/09/2016 | :            |        | 75.00   |         |        |            |
| 5  | 1000K0   | NEW   | 1/A1KM  | Blevins, Jennifer  | 03/08/2016 |              | 03/09/2016 |              |        | 0.00    |         |        |            |
| 6  | 1000K4   | NEW   | 1/A1KM  | Long, Kenneth      | 03/08/2016 |              | 03/09/2016 |              |        | 0.00    |         |        |            |
| 7  | 1000K7   | NEW   | 1/A1KM  | McMurphy, Margaret | 03/08/2016 |              | 03/09/2016 |              |        | 0.00    |         |        |            |
| 8  | 1000K8   | CNF   | 1/A1KM  | Mehorter, Robert   | 03/08/2016 |              | 03/09/2016 |              |        | 0.00    |         |        |            |
| 9  | 1000K5   | NEW   | 1/A1KM  | Roberts, Allison   | 03/08/2016 |              | 03/09/2016 |              |        | 0.00    |         |        |            |
| 10 | 1000K3   | NEW   | 1/A1KM  | Smith, Elaine      | 03/08/2016 |              | 03/09/2016 |              |        | 0.00    |         |        |            |

## 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:

Our guest since: 06/23/2015 SY

Last: **Abbott**

First: **Robert** Title: **Mr.**  
Initial: **M** Alternate: **Bob**

Position:   
Company:   
Address: 1425 Coal Rd.   
City: **Southfield** State: **MI** (Michigan) Zip Code: **48034** Country: **United States**

Mobile: 586-928-0690  
Phone: 602-445-7130  
Fax:   
Email: rabott@myemail.com

GuestType:   
Data Privacy:   
 No Mail  No Email  Do Not Call  Banned  Do Not Sell Info   Non-sharable

### Example Reservation Tile:

Reservation#: 1000HX Barry, Lorraine 03/03/16-03/05/16 - Ms. Lorraine G Barry 2 Stays 7 Nights

RR1000HX: INH Itinerary Welcome Back! Messages Locators 4

Confirm Check Out X-Cancel

Deposit Requested

Arrival: 03/03/2016 Thu  
Departure: 03/05/2016 Sat  
Events: 2 Nights Auto-CheckOut

Arrival time: : :  
Depart time: : :  
Arriving Airline: Flight#: Time:  
Departing

Room: **A110** A1QL D - Occupied/Dirty  
# of Rooms: 1 Duplicate Movable: **Y** Move:   
Requested Room Features:   
Pre-Arrival:   
Make Keys:   
Bags: 2

Name: **Barry, Lorraine**

Profiles: Shares: Y PBX Names:   
Contact Name: **Majorie Clinton**  
Mobile: 702-555-4546  
Secretary:   
Corporation:   
Notes & Communication:   
Reservation:   
Audit:   
Housekeeping:   
Special:   
Waitlist: 2 Guest 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

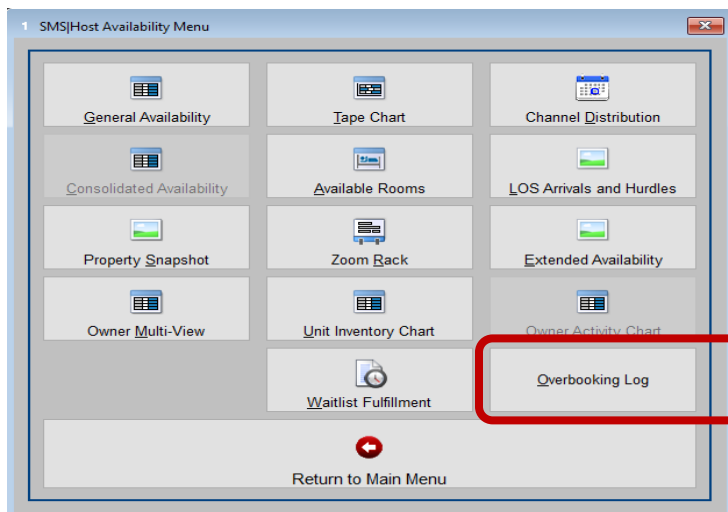
The System Maintenance Log, accessed by pressing **CTRL+F3**, **Miscellaneous Files and Options**, **System Maintenance Log**, now records IP Address or Computer Name depending on the existing MR&D Setting:

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

| Date       | Time     | User | IP Address    | Status | Setting/Notes               |
|------------|----------|------|---------------|--------|-----------------------------|
| 10/21/2019 | 13:34:33 | SY   | PDBUILD7STHV3 |        | View system maintenance log |
| 10/21/2019 | 13:34:10 | SY   | PDBUILD7STHV3 |        | Finished All Marked         |

## 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**.



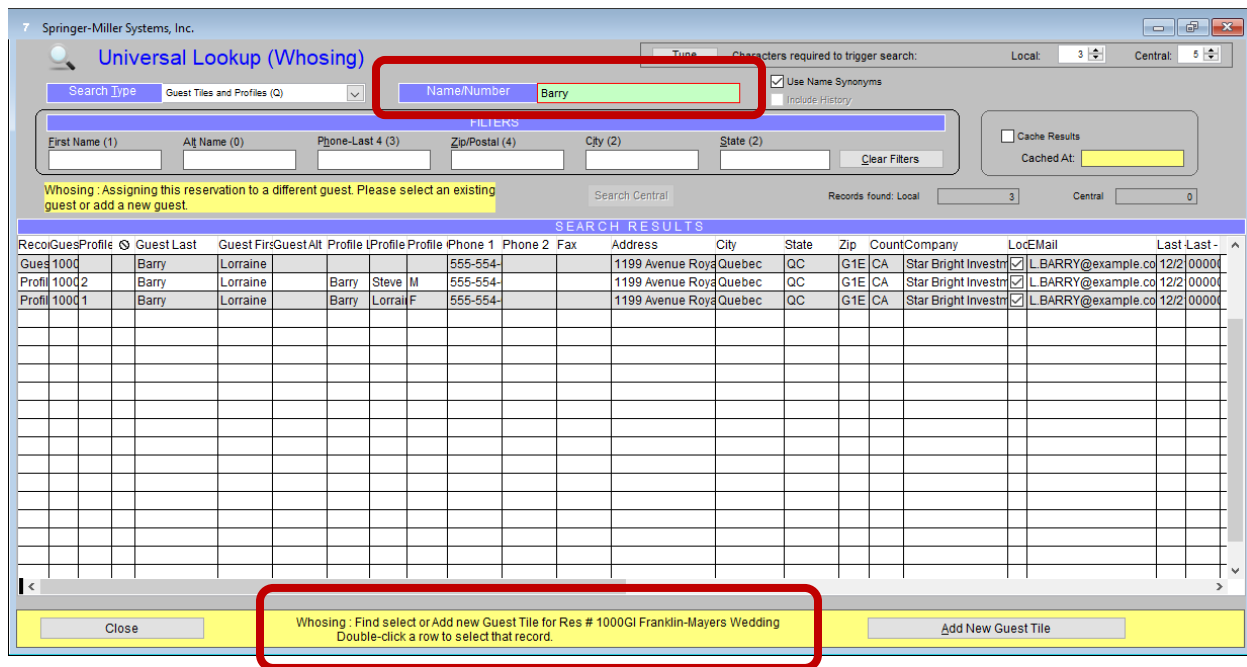
| Date     | Time     | User | Res #  | Group | Stay Date | Overbook Type   | What  | Overbooked | Avl Before | Avl After | OBH Set | Avl+OB After | BLK Before | BLK After |
|----------|----------|------|--------|-------|-----------|-----------------|-------|------------|------------|-----------|---------|--------------|------------|-----------|
| 12/11/19 | 12:36:56 | RD   | 1000K4 |       | 03/05/16  | Multi-Property  | B     | 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  | B     | 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”**



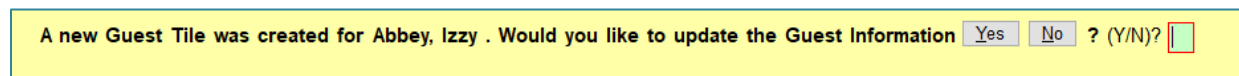
### Whosing to an existing Guest Tile

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:

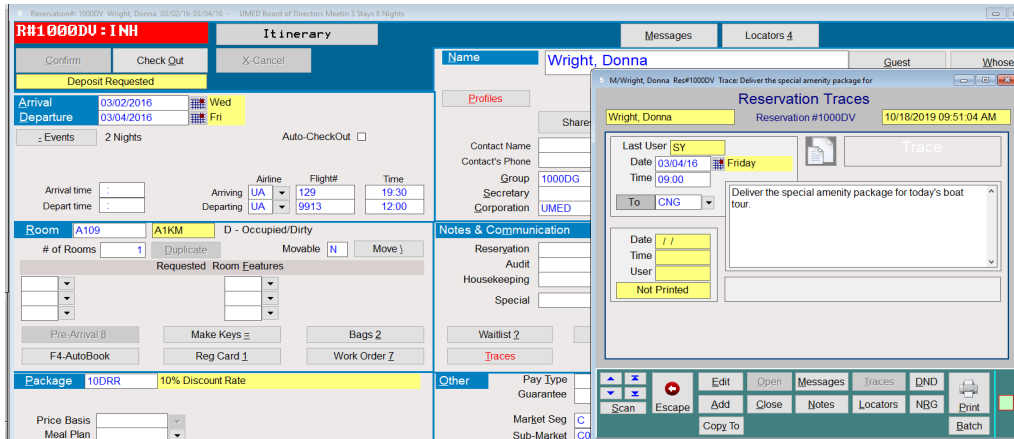


Select Yes if you would like to update the information on the Guest Tile. This will display the new Guest Tile. Select No, to close the prompt without launching the new Guest Tile.

For details on using the new Whose workflow in v22.6, see the [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:

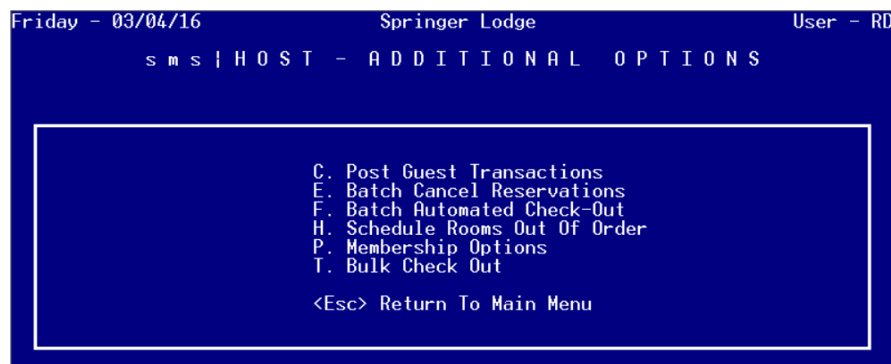
This option is no longer available in character SMS|Host. Please use the equivalent function in Visual SMS|Host. Press any key...

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 –

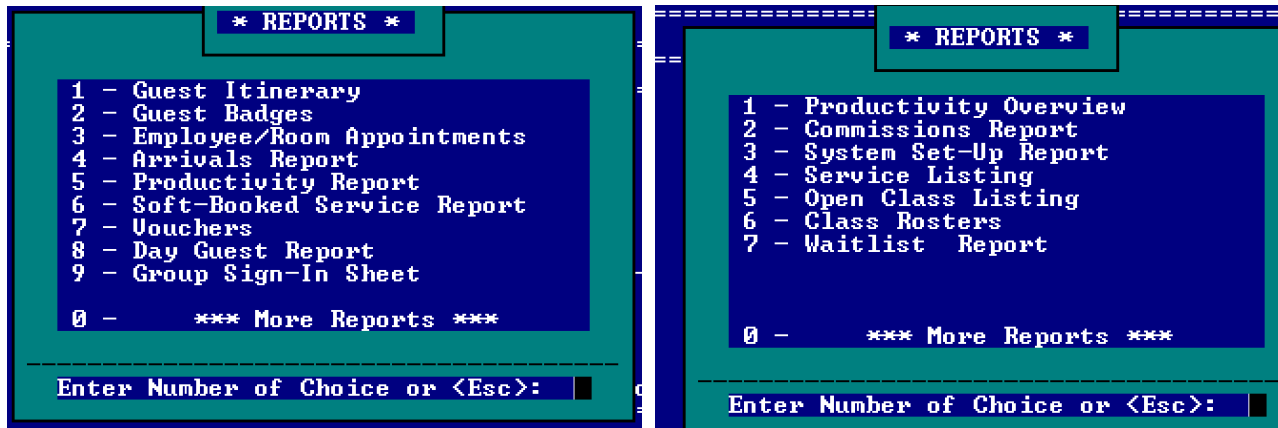
- D. Telephone Switchboard
- G. Change Housekeeping Status
- K. Manually Map Zones
- L. Auto-Manage Housekeeping
- M. Baggage/Checked Items



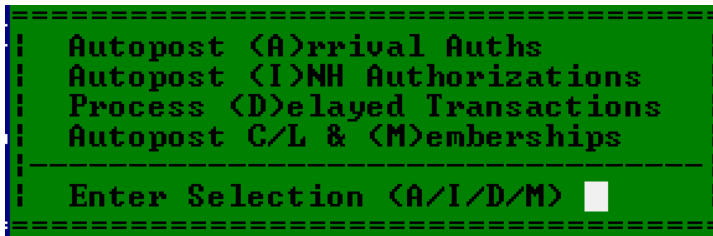
**Additional Options (B) → Resort Scheduling (R)**

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 <sup>SMS</sup>|Host.



| Report Name (Original)       | Revised Report Name<br><i>(Some names have been modified for clarity)</i> | 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 <i>(No Change)</i>       |
| 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                          |
| <b>More Reports:</b>         |   |   |                              |
| 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)**

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)*

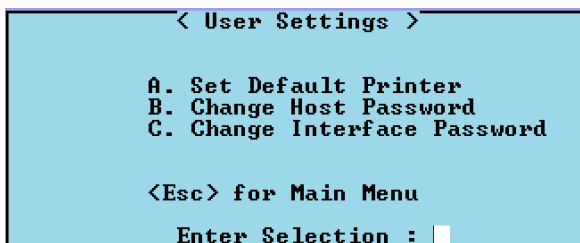
#### Removed the following:

- Y- Owner Accounting Transaction Import

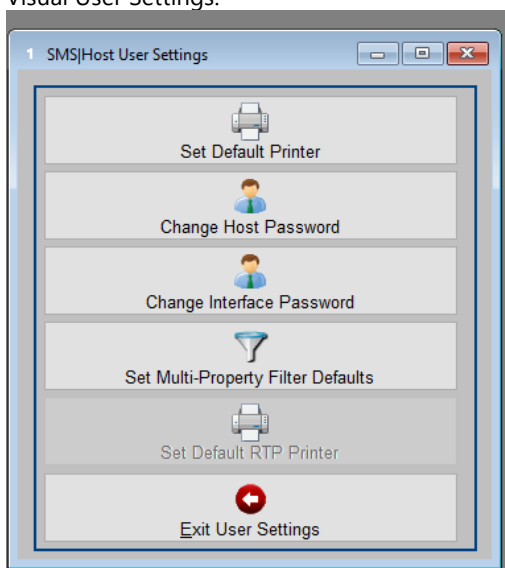
### *User Settings Menu:*

Main Menu → User Settings (U)

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

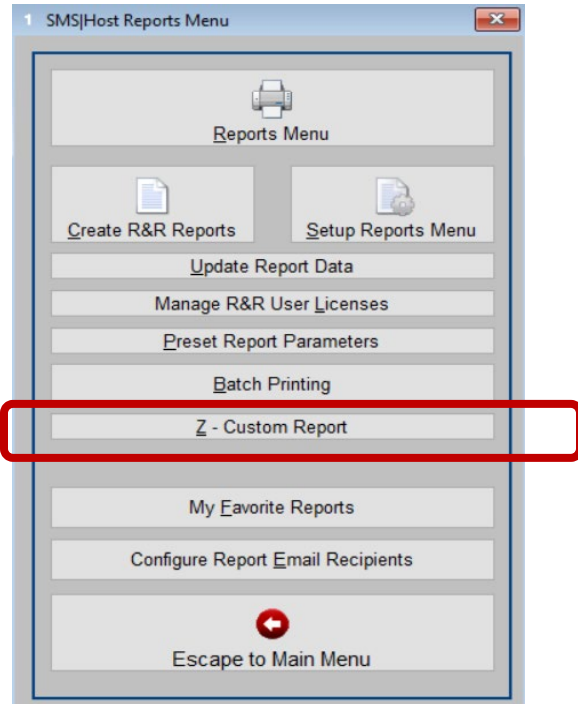


Visual User Settings:



## 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



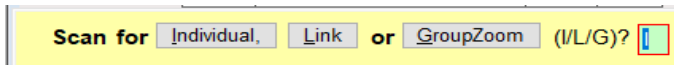
Additionally, the character **D. Reports** menu option has been renamed **D. Custom Reports** and is dedicated to this function. This character option will be eliminated in a future version. Please update your procedures and checklists to use the above option instead.



## 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 from 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.

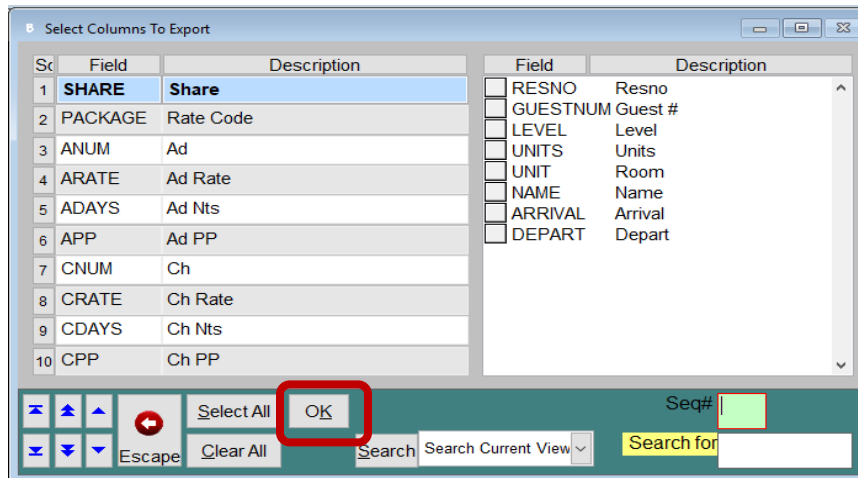
An **Export** button now appears on the **Advanced Reservation Zoom** screen.

**Note** 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):

| 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, Jeni | 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, Michel  | 2/28/2020 | 3/3/2020 |  |  |
| 1000KF | 1000YY  | NEW   | 1     | A1KM | Cotes, Natalia  | 2/28/2020 | 3/3/2020 |  |  |

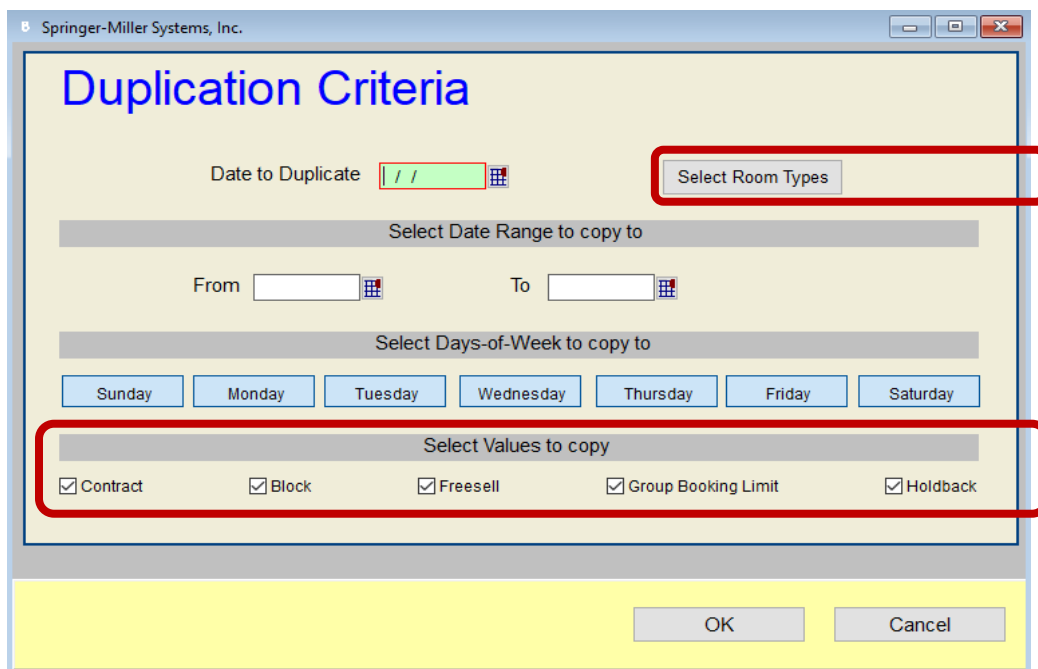
### Use Group Arrival/Depart Dates for Default Group Block Generation

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).

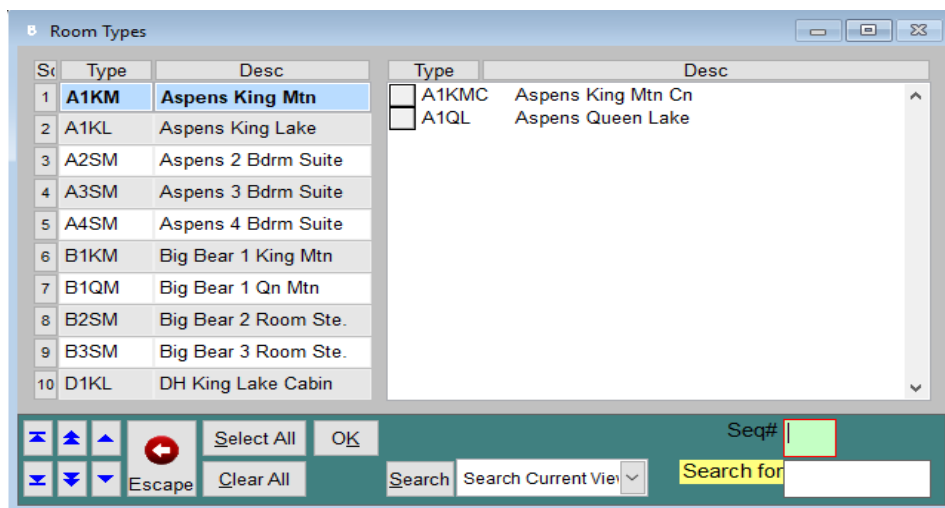
## Group Block Duplication

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.

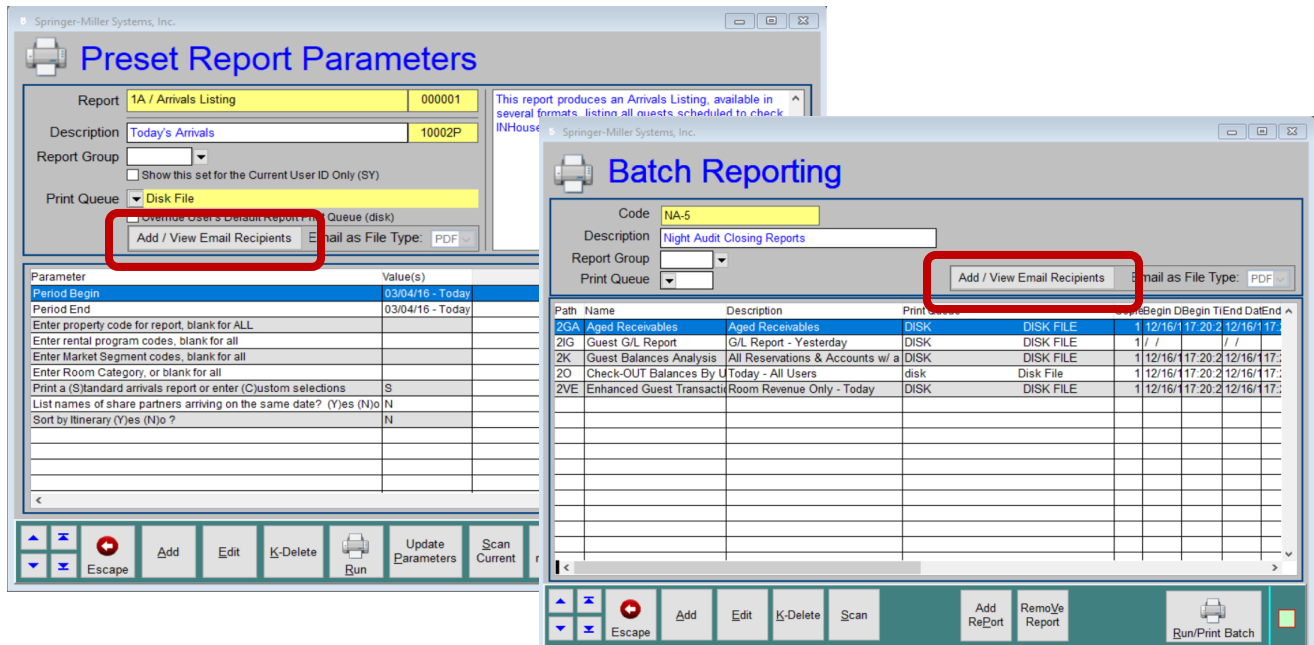


## Reporting

### 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 [Guide to Emailing Reports](#) 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.

**Preset Report Parameters**

Report: 4CP / Reservation Preview Report      000162

Description: Current Month - Property A - King Room Categories      10000P

Report Group: [Dropdown]

Print Queue: [Disk File]       Override User's Default Report Print Queue (disk)

The Reservation Preview Report identifies reservations due to arrive within a given date range.

| Parameter  | Value(s)                              |
|--|---------------------------------------|
| Period Begin   | 03/01/16 - First day of current month |
| Period End   | 03/31/16 - Last day of current month  |
| Enter Multi-Property codes, blank for all                              | A                                     |
| Enter rental program codes, blank for all                              |                                       |
| Enter Market Segment codes, blank for all                              |                                       |
| Include (G)roup, (N)on-group, or (A)ll reservations                    | A                                     |
| Include Day-use in \$Sold-Rooms and Total Occupancy values? (Y)es (N)o | Y                                     |
| Include Tentative Group Blocks in Total Occupancy values? (Y)es (N)o   | Y                                     |
| Enter Room Categories or BLANK for all                                 | K                                     |
| Include Units with BLANK Room Category? (Y)es (N)o                     | N                                     |

Buttons: [Navigation] [Escape] [Add] [Edit] [K-Delete] [Run] [Update Parameters] [Scan Current] [Scan reports] [Favorite] [1-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**.

Do you want to print on  Paper,  **Export to Excel**, or  Both (P/E/B)?  **P**

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

Select Folder

Select Folder for Export file

EXPORT

- document
- Dropins
- EOPArchive\_Owner
- EOPBackup
- EOPBackup\_Guest
- EOPBackup\_Owner
- EUMINST
- EXPORT
- FXP32

Buttons: [OK] [Cancel]

### Report and Export Examples

Summary layout printed to paper:

| AGED ACCOUNTS RECEIVABLE |                                |                     |     | Springer Lodge              |          | 03/16/16 15:45:24          |           | SY Page-1                          |            |          |
|--------------------------|--------------------------------|---------------------|-----|-----------------------------|----------|----------------------------|-----------|------------------------------------|------------|----------|
| All Properties           |                                |                     |     | Include: CMIO               |          | Postings Through: 03/16/16 |           | Accounting Ledger Classifications: |            |          |
| Account Types: HGCLWXZ   |                                |                     |     | Include Folio(s): 123456789 |          |                            |           |                                    |            |          |
| Guest#                   | Guest Name                     | Company             | Typ | Resno#                      | Current  | > 30 Days                  | > 60 Days | > 90 Days                          | > 120 Days | UnAppPay |
| 100000                   | Anderson, Bruce                | : ACME Tool Company | X   | 1000B5                      | 345.91   | 2989.80                    |           |                                    |            | 6270.00  |
| 1000AK                   | Garvey, Margaret               | : Hughes Markets    | L   | 1000JG                      | 400.00   |                            |           |                                    |            |          |
| 1000Y5                   | Country Bike Tours             | : Country Bike Tour | G   | 100070                      | 4859.30  |                            |           |                                    |            |          |
| 1000Y7                   | Wilson-Cane Wedding            | : Wilson-Cane Wedd  | G   | 100098                      | 17612.34 |                            |           |                                    |            |          |
| 1000Y8                   | Harris-Smith Wedding           | : Harris-Smith We   | G   | 100099                      |          | 14216.04                   |           |                                    |            |          |
| 1000YH                   | UMED Board of Directors Meetin | : UMED              | G   | 1000DG                      | 9263.59  |                            |           |                                    |            |          |
| 1000YK                   | Adirondack Publishing          | : Adirondack Pub    | C   | 1000GF                      | 1283.82  |                            |           |                                    |            |          |
| 1000YM                   | Codeco Corporation             | : Codeco Corporatio | C   | 1000GG                      | 170.40   | 799.80                     |           |                                    |            |          |
| 1000YN                   | New Haven Biofitter Corp       | : New Haven B       | C   | 1000GH                      | 192.60   | 1277.91                    |           |                                    |            |          |
| 1000YT                   | House Accounts                 |                     | H   | 1000H4                      |          | 10.00                      |           |                                    |            |          |
| 1000YT                   | House Accounts                 |                     | H   | 1000H5                      | 254.43   | 279.33                     |           |                                    |            |          |
| 1000YX                   | Gift Certificate Sales         | : The Springer      | H   | 1000JO                      | 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:

| Guest# | RESNO  | NAME                      | TYPE | LAST                           | FIRST    | INITIAL | Company Name             | Current   | 30 Days   | 60 Days | 90 Days | 120 Days | UnAppPay |
|--------|--------|---------------------------|------|--------------------------------|----------|---------|--------------------------|-----------|-----------|---------|---------|----------|----------|
| 100000 | 1000B5 | Anderson, Bruce (golf)    | X    | Anderson                       | Bruce    | H       | ACME Tool Company        | 345.91    | 2,989.80  | 0.00    | 0.00    | 0.00     | 6,270.00 |
| 1000AK | 1000JG | Garvey, Margaret          | L    | Garvey                         | Margaret | K       | 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     | C    | Adirondack Publishing          |          |         | Adirondack Publishing    | 1,283.82  | 0.00      | 0.00    | 0.00    | 0.00     | 0.00     |
| 1000YM | 1000GG | Codeco Corporation        | C    | Codeco Corporation             |          |         | Codeco Corporation       | 170.40    | 799.80    | 0.00    | 0.00    | 0.00     | 0.00     |
| 1000YN | 1000GH | New Haven Biofitter Corp  | C    | 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 | H    | House Accounts                 |          |         |                          | 0.00      | 10.00     | 0.00    | 0.00    | 0.00     | 0.00     |
| 1000YT | 1000H5 | House Accounts - Maintena | H    | House Accounts                 |          |         |                          | 254.43    | 279.33    | 0.00    | 0.00    | 0.00     | 0.00     |
| 1000YX | 1000JO | Gift Certificate Sales    | H    | Gift Certificate Sales         |          |         | The Springer Lodge       | 250.00    | 0.00      | 0.00    | 0.00    | 0.00     | 0.00     |
| 1000Z3 | 1000KO | : Test                    | Z    |                                |          |         | Test                     | 111.00    | 0.00      | 0.00    | 0.00    | 0.00     | 111.00   |

Snapshot printed to paper:

| AGED ACCOUNTS RECEIVABLE |  |  |  | Springer Lodge              |           | 03/16/16 15:41:38          |           | SY Page-1                          |          |
|--------------------------|--|--|--|-----------------------------|-----------|----------------------------|-----------|------------------------------------|----------|
| All Properties           |  |  |  | Include: CMIO               |           | Postings Through: 03/16/16 |           | Accounting Ledger Classifications: |          |
| Account Types: CGHLMWXZ  |  |  |  | Include Folio(s): 123456789 |           |                            |           |                                    |          |
|                          |  |  |  | Current                     | > 30 Days | > 60 Days                  | > 90 Days | > 120 Days                         | UnAppPay |
| INH Reservation          |  |  |  |                             |           |                            |           |                                    |          |
| OUT Reservation          |  |  |  |                             |           |                            |           |                                    |          |
| City Ledger              |  |  |  | 34397.48                    | 16583.08  |                            |           |                                    | 111.00   |
| Membership               |  |  |  | 22473.52                    | 82873.90  |                            |           |                                    | 8584.10  |

Snapshot exported to Excel:

| DESCR           | Current   | 30 Days   | 60 Days | 90 Days | 120 Days | UnAppPay |
|-----------------|-----------|-----------|---------|---------|----------|----------|
| INH Reservation | 0.00      | 0.00      | 0.00    | 0.00    | 0.00     | 0.00     |
| OUT Reservation | 0.00      | 0.00      | 0.00    | 0.00    | 0.00     | 0.00     |
| City Ledger     | 34,397.48 | 16,583.08 | 0.00    | 0.00    | 0.00     | 111.00   |
| Membership      | 22,473.52 | 82,873.90 | 0.00    | 0.00    | 0.00     | 8,584.10 |

### 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.

**Report Launcher**

Report: **Guest Itinerary (Visual)**  
 Default Set: SYSTEM | System Defaults

Output Type: Screen | Export Type:   
 Report File Name:

| Parameter                                  | Value(s) |
|--|----------|
| Guest Number, Blank for All                |          |
| Period Begins                              | 03/08/16 |
| Period Ends                                | 03/09/16 |
| Facility Codes, Blank for All              |          |
| Multi-Property codes                       |          |
| Include City Ledger and 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.

| Expanded Arrivals Report                |        |           |           |              |                        |    |    |           |           |        |                   |         |     |        |
|---|--------|-----------|-----------|--------------|------------------------|----|----|-----------|-----------|--------|-------------------|---------|-----|--------|
| Run Date: 09-Jan-20                     |        |           |           |              |                        |    |    |           |           |        | Trace Codes: NONE |         |     |        |
| Arrivals Between: 04-Mar-16 - 04-Mar-16 |        |           |           |              |                        |    |    |           |           |        | Note Types: NONE  |         |     |        |
| Reservation Levels: NEW CNF INH         |        |           |           |              |                        |    |    |           |           |        |                   |         |     |        |
| Multi-Props: All                        |        |           |           |              |                        |    |    |           |           |        |                   |         |     |        |
| Guest Name                              | Res #  | Arrival   | Depart    | Nights       | Unit                   | AD | CH | Last Stay | Last Unit | Guest  | VIP               | Special | ETA | Flight |
| Harris, Maggie                          | 1000EH | 04-Mar-16 | 06-Mar-16 | 2            | A201S3                 | 1  | 0  |           |           | 1000V9 |                   |         |     |        |
| Company                                 | Group  |           |           | Travel Agent |                        |    |    |           |           |        |                   |         |     |        |
| Total Quality                           |        |           |           |              |                        |    |    |           |           |        |                   |         |     |        |
| Spa                                     | NEW    | 05-Mar-16 | 14:00     | 1 Ppl        | 50 Minute Aromatherapy |    |    |           |           |        |                   |         |     |        |
| Dining                                  | NEW    | 05-Mar-16 | 20:00     | 2 Ppl        | Giovanni's Bistro      |    |    |           |           |        |                   |         |     |        |
| Dining                                  | NEW    | 06-Mar-16 | 11:30     | 2 Ppl        | Jack's Pub             |    |    |           |           |        |                   |         |     |        |
| Guest Name                              | Res #  | Arrival   | Depart    | Nights       | Unit                   | AD | CH | Last Stay | Last Unit | Guest  | VIP               | Special | ETA | Flight |
| Dean, Shirley                           | 1000EI | 04-Mar-16 | 07-Mar-16 | 3            | B105                   | 2  | 0  |           |           | 10007F |                   |         |     |        |
| Company                                 | Group  |           |           | Travel Agent |                        |    |    |           |           |        |                   |         |     |        |
| Mr. Clark's Appliances                  |        |           |           |              |                        |    |    |           |           |        |                   |         |     |        |

## Reservations

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

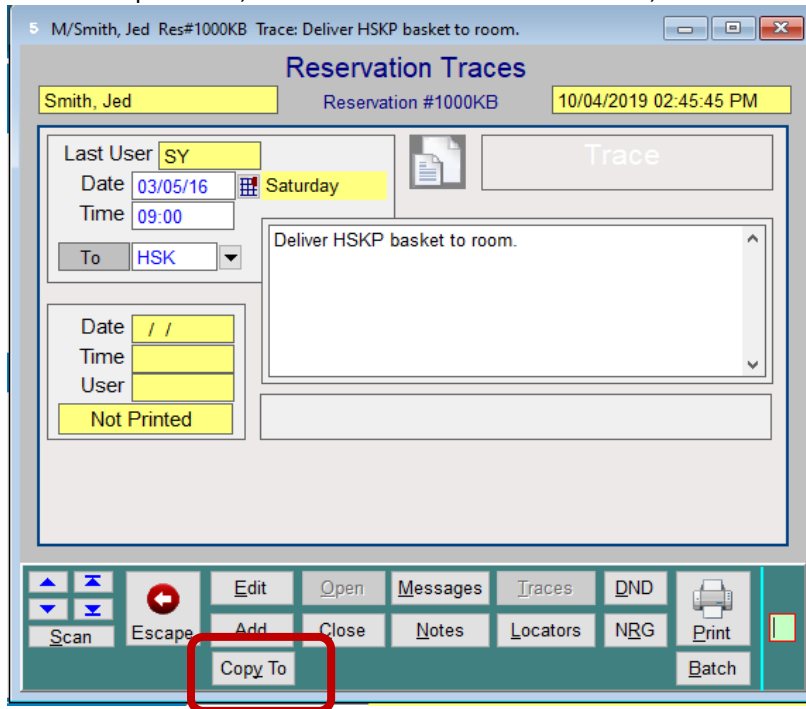
From Group and mini-group reservations, you now have the option to copy Traces and Notes to other reservations that are linked to the group or mini-group.

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

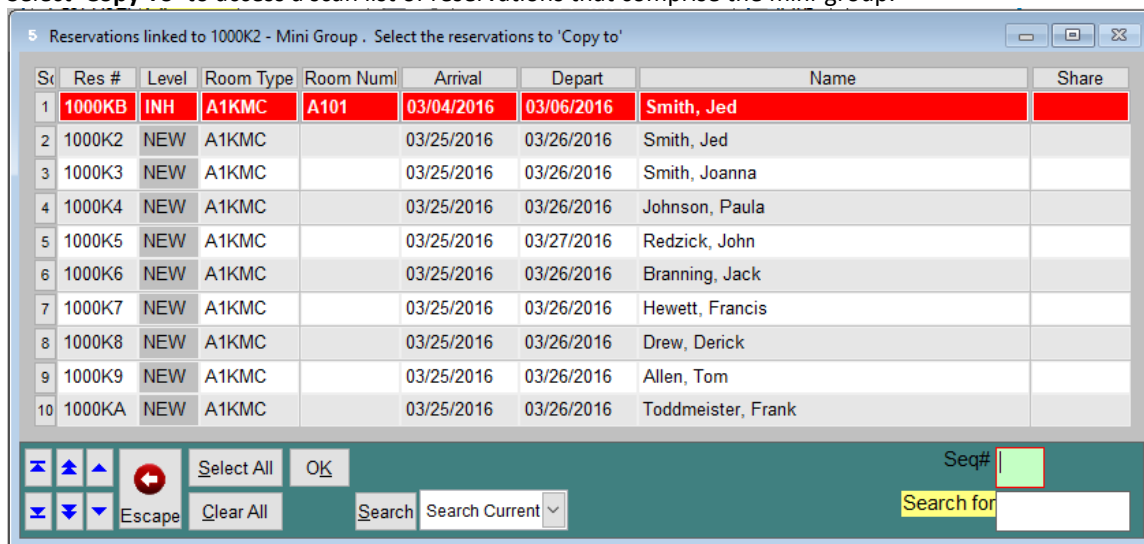
| Sl | Res#   | Level | #/Room  | Name               | Group  | Corporation | Package | Meal | Agent | Share | Source |
|----|--------|-------|---------|--------------------|--------|-------------|---------|------|-------|-------|--------|
| 1  | 1000KB | INH   | 1/A101  | Smith, Jed         | 1000K2 |             | TEST    |      |       |       | WEB    |
| 2  | 1000K2 | NEW   | 1/A1KMC | Smith, Jed         | 1000K2 |             | RACKRR  |      |       |       | WEB    |
| 3  | 1000K3 | NEW   | 1/A1KMC | Smith, Joanna      | 1000K2 |             | RACKRR  |      |       |       | WEB    |
| 4  | 1000K4 | NEW   | 1/A1KMC | Johnson, Paula     | 1000K2 |             | RACKRR  |      |       |       | WEB    |
| 5  | 1000K5 | NEW   | 1/A1KMC | Redzick, John      | 1000K2 |             | RACKRR  |      |       |       | WEB    |
| 6  | 1000K6 | NEW   | 1/A1KMC | Branning, Jack     | 1000K2 |             | RACKRR  |      |       |       | WEB    |
| 7  | 1000K7 | NEW   | 1/A1KMC | Hewett, Francis    | 1000K2 |             | RACKRR  |      |       |       | WEB    |
| 8  | 1000K8 | NEW   | 1/A1KMC | Drew, Derick       | 1000K2 |             | RACKRR  |      |       |       | WEB    |
| 9  | 1000K9 | NEW   | 1/A1KMC | Allen, Tom         | 1000K2 |             | RACKRR  |      |       |       | WEB    |
| 10 | 1000KA | NEW   | 1/A1KMC | Toddmeister, Frank | 1000K2 |             | RACKRR  |      |       |       | WEB    |
| 11 |        |       |         |                    |        |             |         |      |       |       |        |

1000K2    Mini-Group

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.



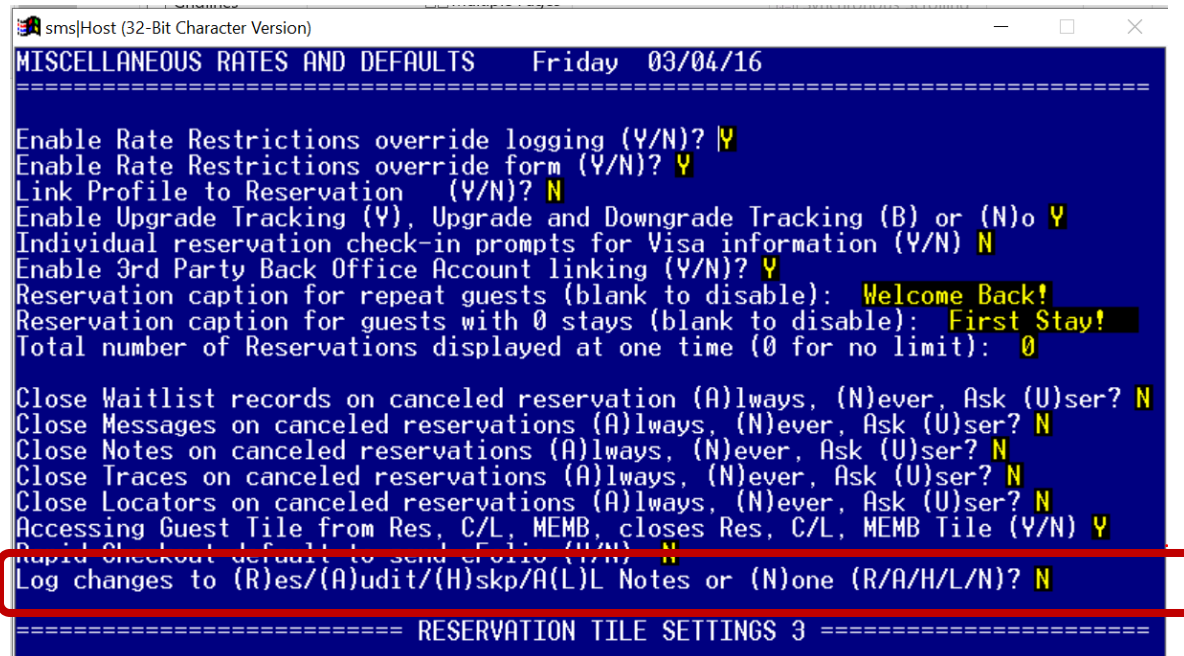
You may now select individual reservations or choose **Select All** to identify those to which an identical Trace will be applied.



### 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.

| Notes & Communication |                               |
|-----------------------|-------------------------------|
| Reservation           | All charges to company        |
| Audit                 | Rate change on Sunday night   |
| Housekeeping          | Guest prefers late HK service |

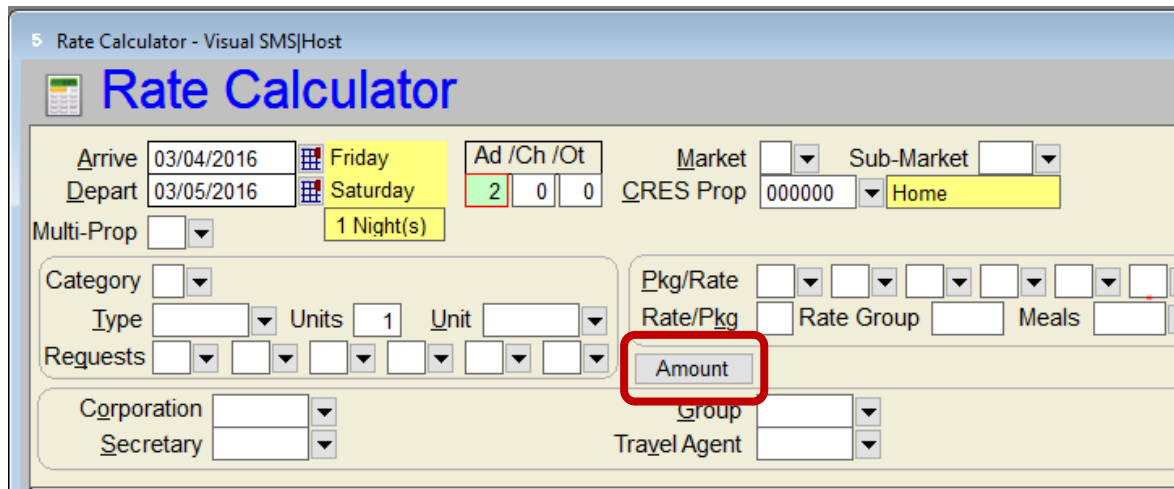
When viewing the reservation's **Changes Log**, the edits to these three fields have been recorded:

| Changes Log 10/03/19-12:39 |       |    |   |
|----------------------------|-------|----|---|
| Date                       | Time  | Op | 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 |

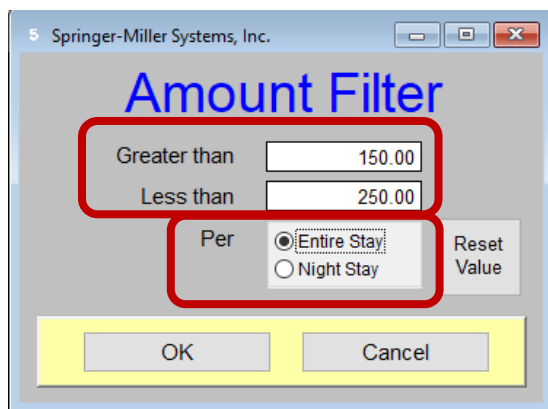
### Search for rates by price range in the F5-Rate Calculator

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

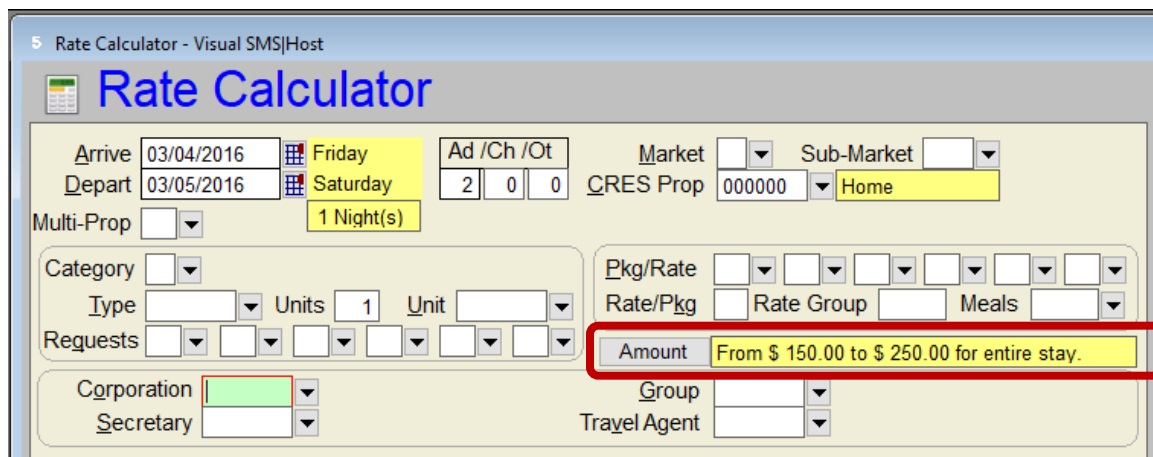
An “Amount” button has been added to the F5-Rate Calculator



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.

**Rate Calculator**

Arrive: 03/05/2016 (Saturday) | Depart: 03/07/2016 (Monday) | Ad/Ch/Ot: 2 0 0 | Market: 000000 | Sub-Market: Home

Multi-Prop: 2 Night(s)

Category: A1KL | Units: 1 | Unit: | Pkg/Rate: | Rate/Pkg: | Rate Group: | Meals: | Amount: **Less than \$ 1000.00 for entire stay.**

| Sc | Prop   | Type | Avl | Description             | 1st Night | Average | Total  |
|----|--------|------|-----|-------------------------|-----------|---------|--------|
| 1  | 000000 | A1KL | 7   | Rack Rate               | 310.00    | 300.00  | 600.00 |
| 2  | 000000 | A1KL | 10  | Rack Stayover Chg Rate  | 180.00    | 170.00  | 340.00 |
| 3  | 000000 | A1KL | 10  | AAA (Rack-10% Derived)  | 279.00    | 270.00  | 540.00 |
| 4  | 000000 | A1KL | 10  | AARP (Derived Seasonal) | 279.00    | 270.00  | 540.00 |
| 5  | 000000 | A1KL | 3   | Rack Inclusive of TAX   | 287.04    | 277.78  | 555.55 |
| 6  | 000000 | A1KL | 3   | 10% Disc Inclusive Tax  | 258.33    | 250.00  | 500.00 |

Restrictions: Restrictions ON | Screen A

Total: 10

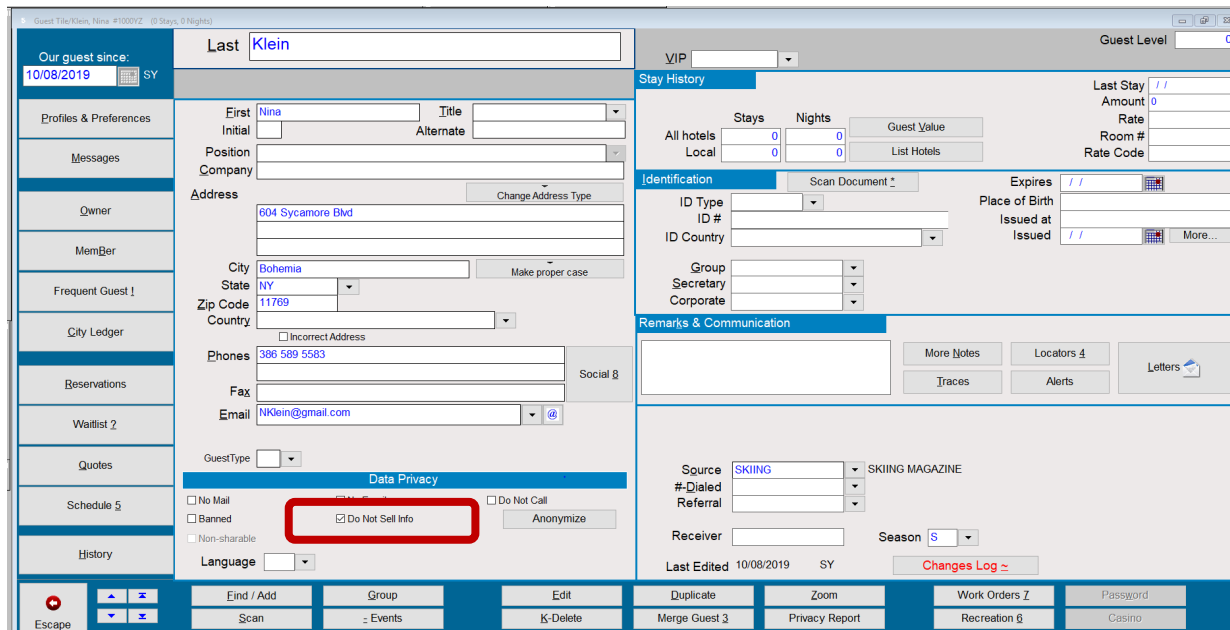
Buttons: Edit Search Criteria, Rate Detail Zoom, Rate Quotes, Info, A Prop Type Avl Description 1s, Events, Currency

## Data Privacy

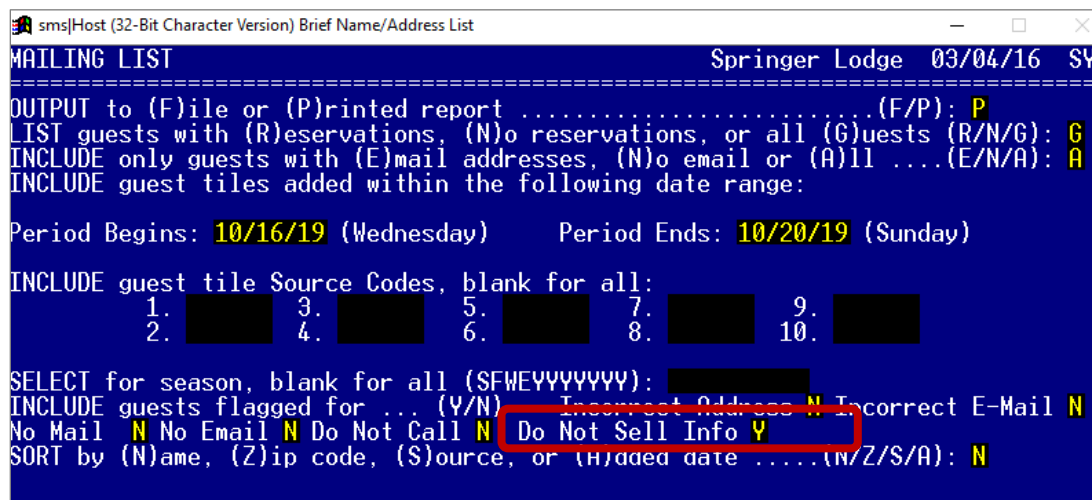
### Guest Preference for “Do Not Sell Info”

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.

The image displays two side-by-side screenshots of the 'Co-Owners' form. Both screenshots show a table with columns for 'Prima...', 'Guest', 'Split%', 'Last', and 'First'. In the left screenshot, the table contains one entry for 'Adair, Andy' with a 'Split%' of 50.00. In the right screenshot, the table contains one entry for 'Baptista, Susan' with a 'Split%' of 50.00. Below the table, there are buttons for 'Add Guest Link', 'Remove Guest Link', and 'Primary Owner'. The form fields for 'Last', 'First', 'Address', 'City', 'State', 'Zip Code', 'Country', 'Phone', and 'E-Mail' are visible. A 'Receives:' section has checkboxes for 'Letter' and 'Statement'. A 'Permit:' section has a checkbox for 'Book'. At the bottom, there is a 'Check Split%' field with a value of 50.00 and a 'Tax Reporting' checkbox. Red boxes highlight the 'Split%' field in the table and the 'Check Split%' field in both screenshots.

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

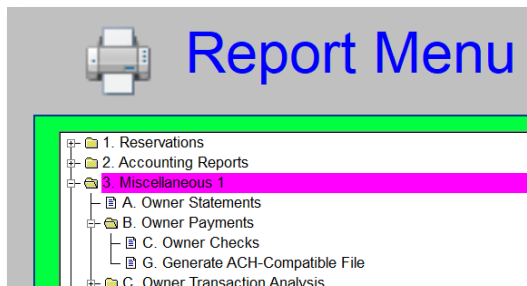
- The process for generating Owner Statements (OA-OST9A only) has been enhanced to create a separate statement for each Co-Owner with a split share greater than 0% when flagged to receive a statement. The amounts for all transaction values on each of these statements will be prorated by the applicable 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 full value 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 Miscellaneous 1, Item B 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

The screenshot shows the 'Owner Contract' form for contract C#10000N:OWN, owned by Wells, Violet. The 'Tax ID#' field is located in the contract details section and is highlighted with a red box. The field contains 'SSN' and a masked value '\*\*\*\*\*'. Below it, the 'Date Closed' is 12/31/2011 on Thursday.

v22.6 Contract Location

The screenshot shows the 'Co-Owners' form for the same contract. The 'Tax ID#' field is now located in the co-owner details section, highlighted with a red box. It includes an 'ID Type' dropdown set to 'SS' (Social Security #) and a 'Tax ID#' field with a masked value '\*\*\*\*\*'. The 'View' button is also visible.

**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.

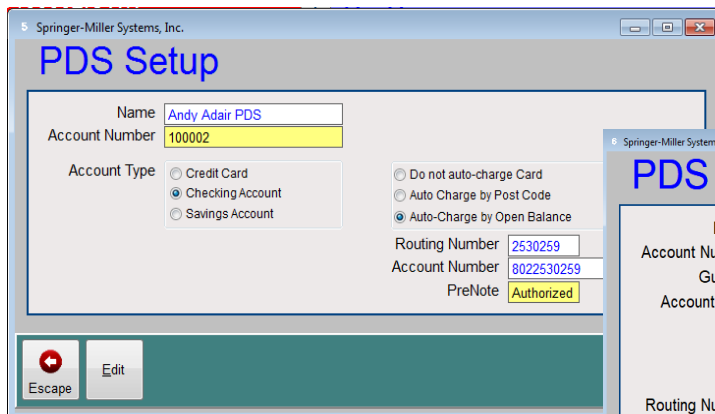


**Note:** Tracking is being added for the eventual production of IRS Form 1042 which reports the amount of tax being withheld in the absence of a Form W-8. The functionality for generating the form will be available in the next release of SMS | Host following v22.6 in time for reporting on Tax year 2020.

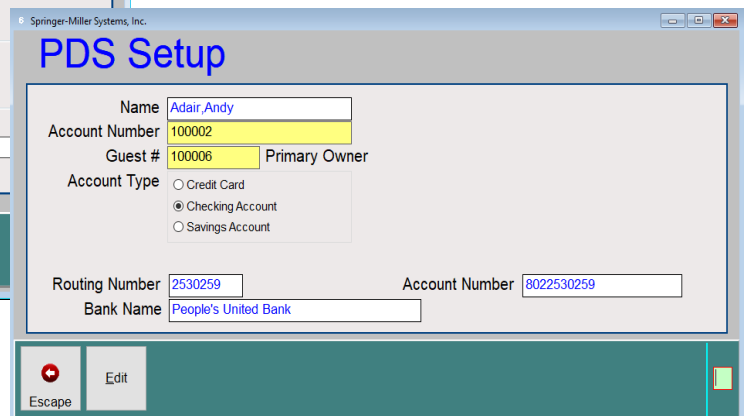
Improvements have been made to the Payment Distribution Service (PDS) screen.

- 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.

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

### Fees & Disbursements

Assessment % 0.00000000  
 AutoPost Y  
 Exclusion Amount 0.00

Pooling N  
 Charge Codes SA  
 Exclude OMAPs  
 Bought 12/31/2015 Thursday  
 Maximum Escrow 1,000.00  
 Loan 0.00  
 Send Check \$ 50.00

**Account # CK**  
**PDS # 2530259**

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.

Springer-Miller Systems, Inc.

### PDS Setup

Name Adair, Andy  
 Account Number 100002  
 Guest # 100006 Primary Owner  
 Account Type  Credit Card  
 Checking Account  
 Savings Account

Credit XXXX0026  
 Expire 12/23 Full Card #

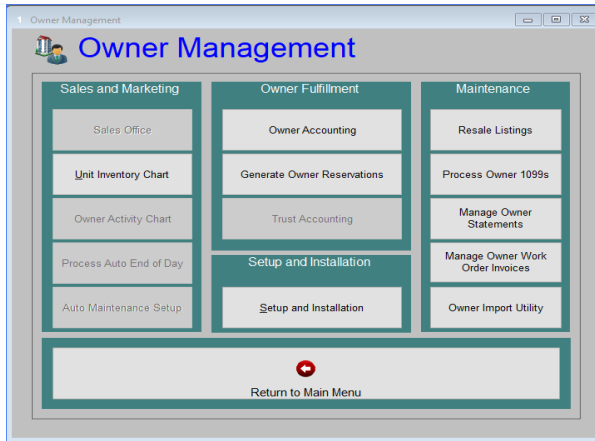
Do not auto-charge Card  
 Auto Charge by Post Code  
 Auto-Charge by Open Balance

Escape Edit

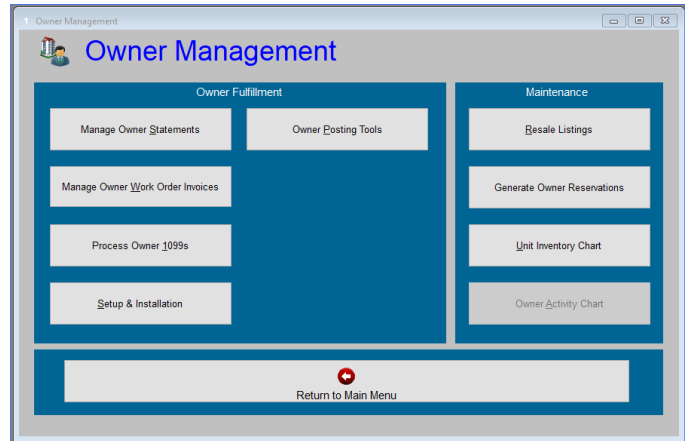
## New Layouts for Owner Menu

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).

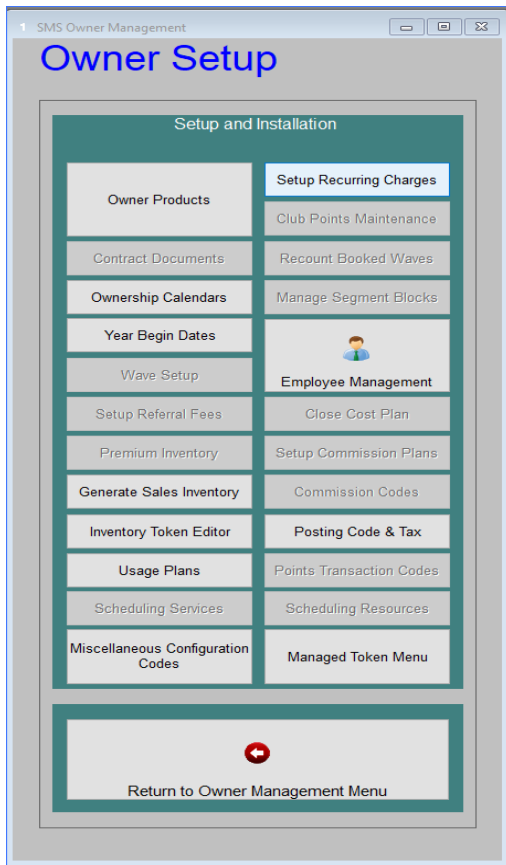
Previous versions of SMS | Host:



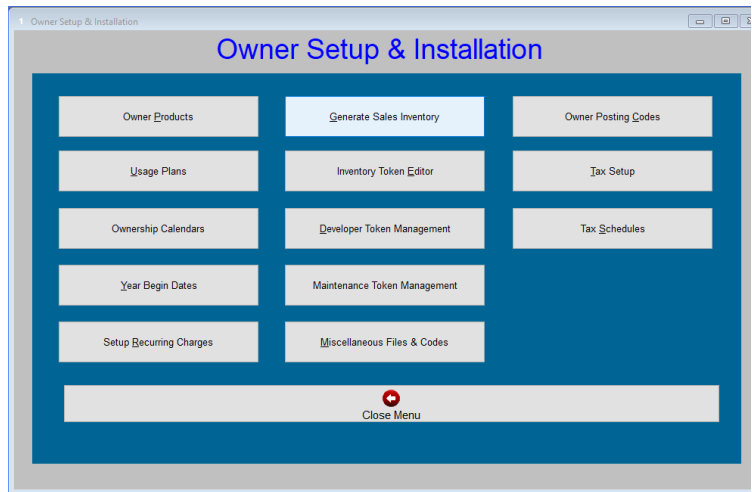
v.22.6:



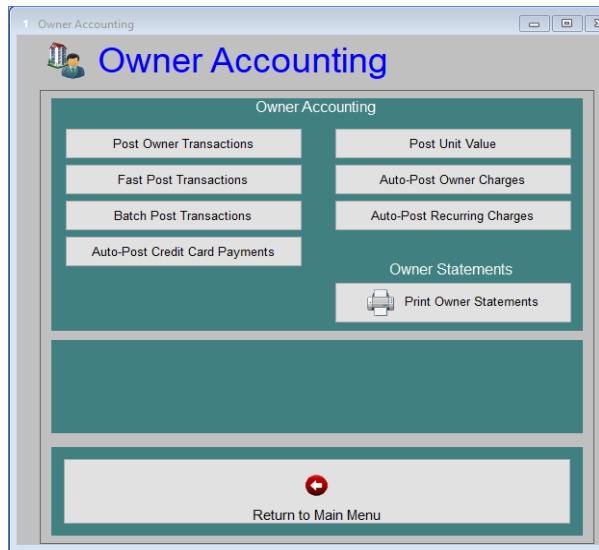
Previous versions of SMS | Host:



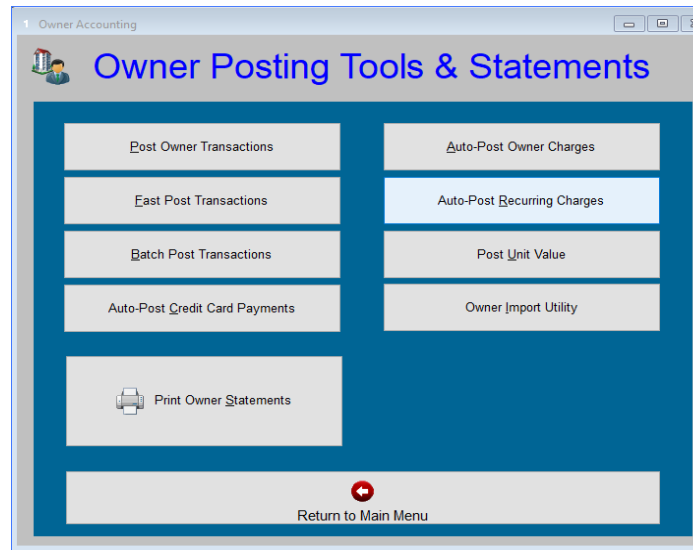
v.22.6:



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.

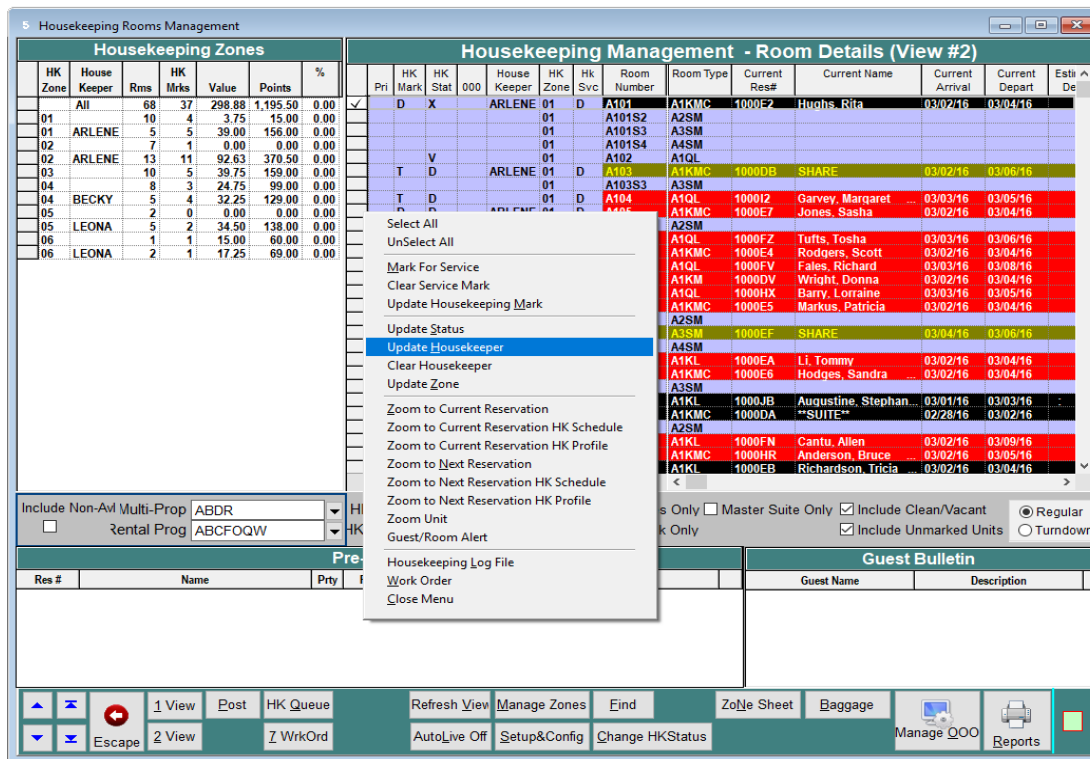
The new import utility enables users to bulk-post transactions to City Ledgers, Memberships and Reservations by creating a .CSV Excel file and then importing it into SMS|Host.

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.

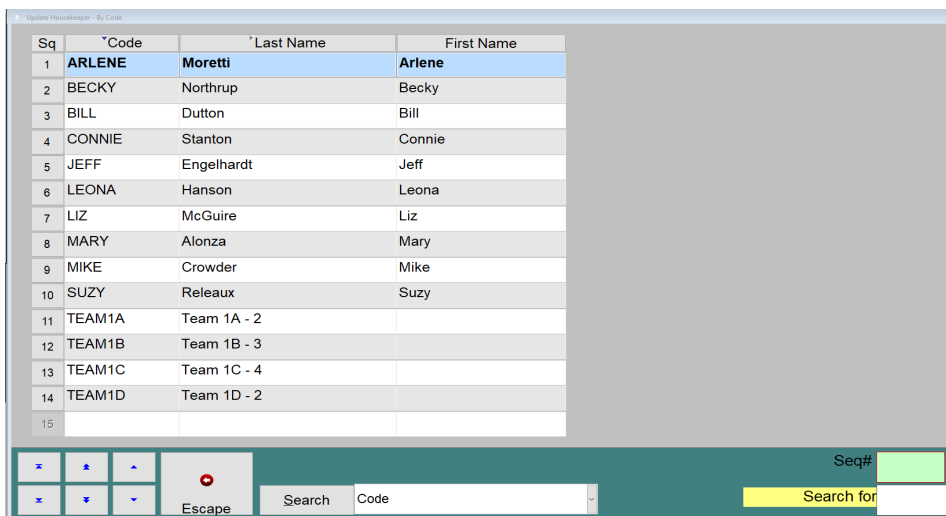
## Housekeeping

### 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.

```

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)? Y

Folios to include for charges: (123456789BCGP) or Blank for all
Enter cutoff 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
Enter Account Types, blank for all.
Should negative charges be considered to be payments (Y/N)? Y
Report and (P)ost or (R)eport only (P/R)? R
Sort Output by: (A)ccount Number, (N)ame or Account (T)ype (A/N/T)? N
Send report to (S)creen or (P)rinter (S/P)? S
    
```

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.

| Membership         |      |        |     |    |        |                        |        |          |         |
|--------------------|------|--------|-----|----|--------|------------------------|--------|----------|---------|
| Transaction 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  |
| 03/13/16           | SY   | A-MEMB | 1   |    | MBDUES | Membership Dues        | 250.00 | 0.00     | 304.00  |
| 03/16/16           | SY   | A-MEMB | 1   |    | MBDUES | Membership Dues        | -50.00 | 0.00     | 254.00  |
| 03/16/16           | SY   | A-MEMB | 1   |    | ZGLFRC | Golf Caddy Charge      | 42.00  | 0.00     | 299.00  |

With the new prompt answered as **No** using 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

```

AUTOBILL CITY-LEDGER/MEMBERSHIP CHARGES          PAGE - 1
=====
Acct#  Typ Name          Tran Code      Amount Card Number      Exception Message
-----
1000TH L  Friday, Madison PYVISA      304.00 XXXX1119
    
```

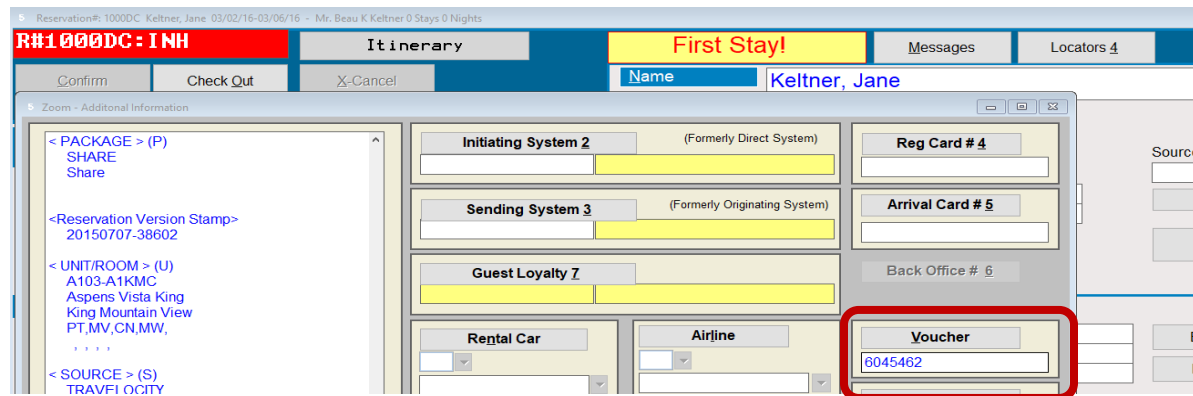
If, however, the new prompt is answered as **Yes**, using the same cut-off date of 3/13, the system will take the \$50.00 negative charge into account and the credit card would be charged \$254.00

| AUTOBILL CITY-LEDGER/MEMBERSHIP CHARGES |     |                 |           |        | 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.



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

| Sc | Code    | Description                          |
|----|---------|--------------------------------------|
| 1  | CONFNUM | RESERVATION 3RD PARTY VOUCHER NUMBER |

For a full list of variables see Help Topics, [Guest Alert Variables](#), and [Correspondence Variables](#).

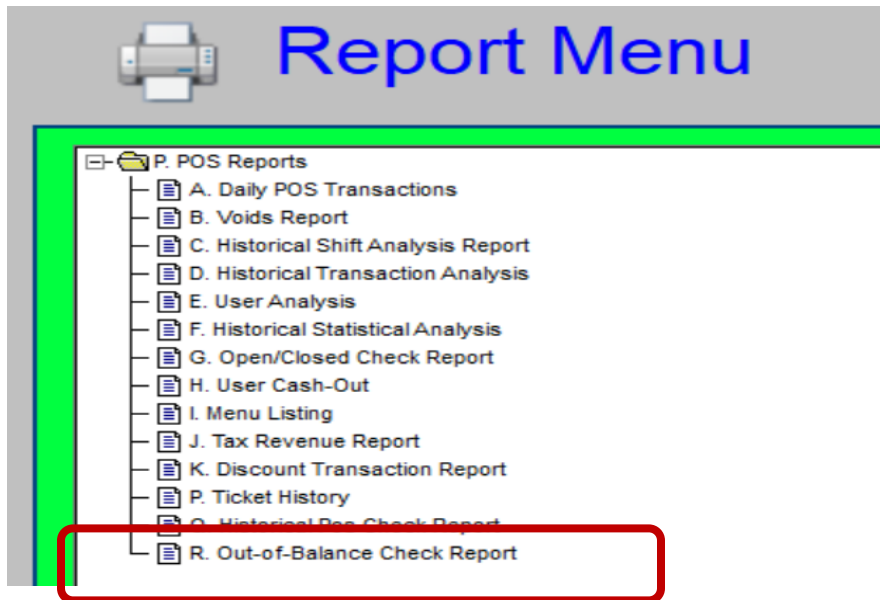
## SMS|Retail Point of Sale (POS) Enhancements

### 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.



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

Report: PR / Out-of-Balance Check Report    000504    This option generates a listing of out of balance checks.

Description: OOB Check Report    10002Y

Report Group: [Dropdown]

Show this set for the Current User ID Only (999)

Print Queue: [Dropdown] Disk File

Override User's Default Report Print Queue

Add / View Email Recipients    Email as File Type: PDF

| Parameter                              | Value(s) |
|--|----------|
| Sort by (T)able, (S)erver or (C)heck#? | C        |
| Select Revenue Center or BLANK for all |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |

Navigation: [Up/Down] [Escape] [Add] [Edit] [K-Delete] [Run] [Update Parameters] [Scan Current] [Scan repOrts] [1-Ad Hoc]

Report output:

| Out-of-Balance SMS POS Checks |      |        |         |          | 03/08/16   |
|-------------------------------|------|--------|---------|----------|------------|
| Rev Center                    | User | Check# | Charges | Payments | OOB Amount |
| SP-Oasis Spa                  | 999  | 10018J | 16.75   | 15.75    | 1.00       |