



# Workin' It

## An Aaxsys Technology Member's Guide

### The Main Menu

Reservations	Guests	Units	Administration
Reservation Board	View and Edit Guest Information	View and Edit Unit Information	List users
Reservation List (all for member)	Guest financial transactions	Add a New Unit	Add users
Arrivals (all for member)	New general client	View and edit Building information	View and Edit Provider Information
Departures (all for member)	New account code	Add a New Building	Add a New Provider
	List account codes	List Groups	List Members
	View and Edit Company information	Add a New Group	Appointment Calendar
	Add a New Company	List Regions	Member Configuration
		Add a New Region	Contact Forms Journal
		Add a New CostCode	Enter a Credit Card Transaction
		List CostCodes	View Credit Card Transactions

Show menu with advanced options     More advanced options

### Focus on View & Edit Guest Information

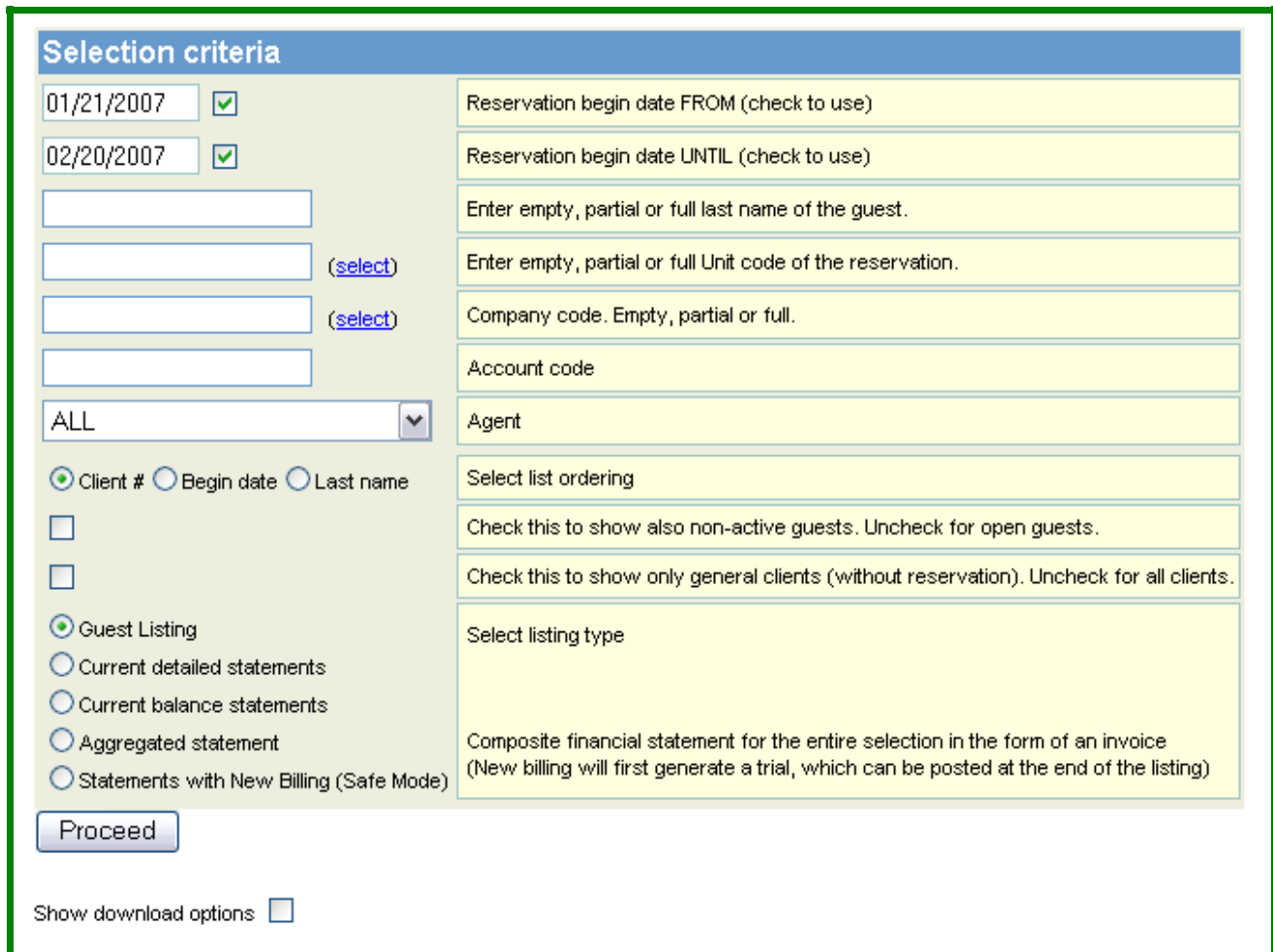
Guests
View and Edit Guest Information
Guest financial transactions
New general client
New account code
List account codes
View and Edit Company information
Add a New Company

## Workin' View & Edit Guest Information



This application is the Gateway to Financial Listings & Reports for Reservation Clients

### Guest selection page

A screenshot of a web form titled "Selection criteria". The form is divided into two columns. The left column contains date fields (01/21/2007 and 02/20/2007), several empty text boxes, a dropdown menu set to "ALL", and a group of radio buttons for filtering by "Client #", "Begin date", "Last name", "Guest Listing", "Current detailed statements", "Current balance statements", "Aggregated statement", and "Statements with New Billing (Safe Mode)". The right column contains labels for various criteria: "Reservation begin date FROM (check to use)", "Reservation begin date UNTIL (check to use)", "Enter empty, partial or full last name of the guest.", "Enter empty, partial or full Unit code of the reservation.", "Company code. Empty, partial or full.", "Account code", "Agent", "Select list ordering", "Check this to show also non-active guests. Uncheck for open guests.", "Check this to show only general clients (without reservation). Uncheck for all clients.", "Select listing type", and "Composite financial statement for the entire selection in the form of an invoice (New billing will first generate a trial, which can be posted at the end of the listing)". At the bottom left, there is a "Proceed" button and a "Show download options" checkbox.

1. The Date Fields filter guest information by reservation dates
2. Filter Reports & Lists by Any Combination:
  - a. Guest name
  - b. Unit or Apartment code
  - c. Company Code

- d. Account Code (for bundling reservations by user defined groups)
- e. Reservation Agent

3. 'Sort' the Reports by:
  - a. Guest Number
  - b. Begin Date
  - c. The Last Name of the Reservation Guest
4. Check the Guest Box to View 'Non-Active' Reservations as well as 'Active' ones
5. Check to show General (clients/guests)
  - a. Guest/client forms with Transactions for invoicing only – no units reserved
  - b. Master Invoices are of this type – not requiring a reservation

There are "5" Guest financial applications from which to choose:

### Guest Listing:

Current Guests						
In Unit	Number	Last Name	First Name	Begin Date	End Date	Agent
<a href="#">FSBC2417</a>	130965	<a href="#">Test</a>	Test	2006-12-01	2006-12-30	aaxsys
<a href="#">DRAKE</a>	131168	<a href="#">test</a>	test	2007-01-01	2007-03-23	aaxsys
<a href="#">MIKE</a>	131169	<a href="#">test</a>	test	2007-01-01	2008-03-23	aaxsys
<a href="#">FSBC2417</a>	131196	<a href="#">Parker</a>	Nick	2007-01-28	2007-02-28	aaxsyszs
<a href="#">JENINE</a>	131202	<a href="#">test</a>	test	2007-01-31	2007-02-28	amex
<a href="#">OKKO</a>	131213	<a href="#">Test</a>	Test	2007-02-01	2007-03-01	aaxsys
<a href="#">NWPT4831</a>	131218	<a href="#">Smith</a>	Eric	2007-01-05	2007-03-05	aaxsys
<a href="#">AAXSYS</a>	131219	<a href="#">test</a>	dia	2009-02-05	2010-03-05	aaxsys
<a href="#">FSBC2806</a>	131222	<a href="#">test</a>	test	2007-02-15	2007-03-15	aaxsys
<a href="#">DNLG9321</a>	131245	<a href="#">rest</a>	wert	2007-02-11	2007-03-11	aaxsys
<a href="#">TEST4</a>	131261	<a href="#">Makela</a>	Joel	2007-02-12	2007-03-12	aaxsys
<a href="#">ERIC</a>	131264	<a href="#">Smith</a>	Joe	2007-03-13	2007-04-13	aaxsys
<a href="#">DRAKE2</a>	131265	<a href="#">Beuhner</a>	Kyle	2007-03-01	2007-04-01	naviskb
<a href="#">WPDV8765</a>	131284	<a href="#">Doe</a>	John	2007-02-25	2008-06-19	aaxsys


1. Unit Number: Links to Unit detail page:
2. The Number column is the 'client' database number for accounting – not the reservation database Number

3. Click on the Last name to view the Client page with all financials available
4. Begin & End date reflect the latest revisions – if any
5. The Agent User Code for who made the reservation

## Current Detailed Statements:

Filter or Sort this list by ANY of the features on the “Guest Selection Page”

### Journal of Guest Financial Statements

Statement Listing							
Client	Trans No	DEBIT	CREDIT	Description	Cost C	Date	User
 <b>131196</b>	<a href="#">Parker,Nick (2007-01-28-2007-02-28 in FSBC2417)</a>						
Current Billing Period: ( - )							
	 <a href="#">374005</a>	<b>3200.00</b>		Rent 01/28-02/28	*STINV	2007-01-30	SYSTEM
	 <a href="#">374006</a>	<b>500.00</b>		Security Deposit Invoice	*STSEC	2007-01-30	SYSTEM
	 <a href="#">374007</a>	<b>500.00</b>		Deposit to Hold	*STSEC	2007-01-30	aaxsyszs
	 <a href="#">374138</a>		<b>500.00</b>	Rent Deposit	*STPAY	2007-02-11	aaxsys
	 <a href="#">374139</a>		<b>2700.00</b>	Rent 01-28-2007 to 02-28-2007	*STPAY	2007-02-11	aaxsys
	<b>Totals:</b>	<b>4200.00</b>	<b>3200.00</b>			<b>Balance due:</b>	<b>-1000.00</b>
 <b>131202</b>	<a href="#">Brody,Jean (2007-01-31-2007-02-28 in JENINE)</a>						
Current Billing Period: ( - )							
	 <a href="#">374024</a>	<b>3080.00</b>		Rent 01/31-02/28	*STINV	2007-01-31	SYSTEM
	 <a href="#">374025</a>	<b>100.00</b>		Security Deposit Invoice	*STSEC	2007-01-31	SYSTEM
	 <a href="#">374229</a>		<b>3180.00</b>	Rent & Deposit	*STPAY	2007-02-22	aaxsys
	<b>Totals:</b>	<b>3180.00</b>	<b>3180.00</b>			<b>Balance due:</b>	<b>0.00</b>

1. Click onto each transaction number to view the detail of payments & charges.
2. Click onto each underlined Guest name to view their Client financial detail
3. Click onto the Date to view the Reservation detail form
4. Click onto the Unit code to view the unit detail form

The Transaction Number column lists each debit or credit entry & these download into an “XML”, “CSV” file or “Quick Books” for full financial recording.

1. Debits, Credits & Description are the same as on the invoice record
2. The Cost Code is either automatic or User defined & allows for
  - a. Accumulates all transactions of a certain type for aggregate reports
  - b. Separating various data entries for separate reporting
3. The date field records the transaction entry date
4. The User field defines the entry as system or User generated

### Current Balance Statements:

A synopsis of All Guest financial statements in one ageing report  
Sort or Filter by applications on the guest selection page

#### Journal of Guest Financial Statements

Balances Listing						
Client	In Unit	Reservation	DEBIT	CREDIT	BALANCE	Close
<a href="#">Parker Nick</a>	<a href="#">FSBC2417</a>	<a href="#">2007-01-28-2007-02-28</a>	4200.00	3200.00	-1000.00	
<a href="#">Brody Jean</a>	<a href="#">JENINE</a>	<a href="#">2007-01-15-2007-02-15</a>	3180.00	3180.00	0.00	<input type="checkbox"/>
<a href="#">Harrel Joe</a>	<a href="#">OKKO</a>	<a href="#">2007-02-01-2007-03-01</a>	4689.00	4000.00	-689.00	
<a href="#">test.test</a>	<a href="#">FSBC2806</a>	<a href="#">2007-02-15-2007-03-15</a>	4689.00	0.00	-4689.00	
<a href="#">rest.wert</a>	<a href="#">DNLG9321</a>	<a href="#">2007-02-11-2007-03-11</a>	3300.00	0.00	-3300.00	
<a href="#">Makela Joel</a>	<a href="#">TEST4</a>	<a href="#">2007-02-12-2007-03-12</a>	3200.00	0.00	-3200.00	

**Grand totals: Debit: 23258.00 Credit: 10380.00 Balance: -12878.00**

Click through to ALL detail From the Journal of Guest Financial Statements:

1. Guest Name: The Client financial database & invoice functions
2. Unit Code: Detail form of the Unit occupied
3. Dates: The Reservation database & input form

Every detail of any client, guest, reservation, property, & financial information is readily accessed from any application in Aaxsys.

1. All debits & credits are accurate with the balance reflecting the latest entries
2. The CLOSE box:
  - a. Once a guest attains a zero balance &

b. The departure date is passed →

Aaxsys Automatically displays a box to check for closing the reservation out, to eliminate it from accumulating past inactive records in your databases.

These can ALWAYS be recalled by checking a box on the front page of your selection criteria to view inactive reservations along with active ones for any time period.

The GRAND TOTALS will calculate for ANY filter or sort chosen by date range, guest, reservation, company, (as defined by company code) account code, or general client

## Aggregated Statement:

This journal compiles financial transactions by Cost Codes for chosen filters. They are for financial reporting, P & L's, and volume of charges & payments

SELECTION CRITERIA:				
RESERVATIONS FROM 2007-01-23				
RESERVATIONS UNTIL 2007-02-22				
AGGREGATED CLIENT STATEMENT				
Class	Cost code	Description	Debit	Credit
<b>CHARGES:</b>				
	*STFIXED	One-time Rental Fees	9065.95	
	*STINV	Rental Charges	149015.54	
	*STSEC	Rental Deposits	7050.00	
	*STTAX	Short-term Rental Tax	2283.09	
	CLEAN	Default Invoice for Cleaning	720.00	
	Internet	Road Runner	50.00	
	<b>Total charges:</b>		<b>168184.58</b>	
<b>PAYMENTS:</b>				
	*STPAY	Rental Payments		26381.40
	TAXPAY	Tax paid on rental payments		596.36
	<b>Total payments:</b>			<b>26977.76</b>
	Balance due			141206.81

\*\*\*Make sure to set up & Use the Proper Cost Code per transaction to utilize these reports to their maximum benefit\*\*\*

1. There are System Generated Cost Codes for Automatic Invoicing
2. In addition the user can define as many as needed to segregate
  - a. Charges
  - b. Payments

For any variety of financial reporting necessary with respect to clients or guests

The System Generated Cost Codes can be “re-named” by the Aaxsys User & customized in Member Configuration Set Up.

(Setting up Cost Codes will be covered in another application of “Workin’ It!)

## **Statement with new Billing (Safe Mode)**

Member set up their own billing cycles in “Member Configuration” – Default Advance billing days:

When accessing this journal, any guests whose anniversary date falls within the User set up time frame will have an “automatic” transaction generated for the next billing period.

The Transaction will be “pink” denoting that the new transaction has not yet been processed.

**Journal of Guest Financial Statements: New Billing (Trial Mode)**

Statement Listing							
Client	Trans No	DEBIT	CREDIT	Description	Cost C	Date	User
130758	<a href="#">Jenkins, Danny</a> (2006-08-01-2006-09-30 in <a href="#">FSBC2417</a> ) New Billing until end						
Current Billing Period: (09/01/2006 - 09/30/2006) <input type="checkbox"/> Exclude from automatic email							
<a href="#">372320</a>	3100.00			Rent 08/01-09/01	*STINV	2006-08-31	SYSTEM
<a href="#">372321</a>	800.00			Security Dep Invoice	*STSEC	2006-08-31	SYSTEM
<a href="#">372322</a>	225.00			Fixed Charges	*STFIX	2006-08-31	SYSTEM
(trial -> new)	2900.00			Rent 09/01-09/30	*STINV	2007-02-22	SYSTEM
<a href="#">372337</a>			500.00	Rent Payment	*STPAY	2006-09-05	aaaxsys
<b>Totals:</b>	<b>7025.00</b>		<b>500.00</b>				<b>Balance due: -6525.00</b>
130949	<a href="#">Aaxsys, Test</a> (2006-10-01-2006-12-01 in <a href="#">DRAKE</a> ) New Billing by one month						
Current Billing Period: (11/01/2006 - 12/01/2006) <input type="checkbox"/> Exclude from automatic email							
<a href="#">373140</a>	4500.00			Rent 10/01-11/01	*STINV	2006-11-27	SYSTEM
<a href="#">373141</a>	800.00			Security Dep Invoice	*STSEC	2006-11-27	SYSTEM
(trial -> new)	0.00			<a href="#">NYC Room Charge per night 11/01-12/01 #130949</a>	*STTAX	2007-02-22	SYSTEM
(trial -> new)	0.00			<a href="#">NYC Room Tax per night 11/01-12/01 #130949</a>	*STTAX	2007-02-22	SYSTEM
(trial -> new)	4500.00			Rent 11/01-12/01	*STINV	2007-02-22	SYSTEM
<a href="#">373142</a>	200.00			Fixed Charges	*STFIX	2006-11-27	SYSTEM
<b>Totals:</b>	<b>10000.00</b>		<b>0.00</b>				<b>Balance due: -10000.00</b>

1. Option to review all invoices for accuracy before posting charges
  - a. Exclude from automatic e-mail if there an edit is needed
  - b. Correct and e-mail manually
  - c. Can review all posted transactions by clicking on transaction number
  - d. \*\* notice Cost Codes for each transaction \*\*
2. Click at the top for viewing the Client, reservation or Unit forms in detail
3. Current billing period at the top for reference
4. All totals at the bottom of each invoice

## Complete reviewing all chosen invoices:

**Journal of Guest Financial Statements: New Billing (Trial Mode)**

**Not showing transactions older than 1 year**



Statement Listing							
Client	Trans No	DEBIT	CREDIT	Description	Cost C	Date	User
130758	Jenkins, Danny (2006-08-01-2006-09-30 in FSBC2417) New Billing until end						
Current Billing Period: (09/01/2006 - 09/30/2006) <input type="checkbox"/> Exclude from automatic email							
372320		3100.00		Rent 08/01-09/01	*STINV	2006-08-31	SYSTEM
372321		800.00		Security Dep Invoice	*STSEC	2006-08-31	SYSTEM
372322		225.00		Fixed Charges	*STFIX	2006-08-31	SYSTEM
(trial -> new)		2900.00		Rent 09/01-09/30	*STINV	2007-02-22	SYSTEM
372337			500.00	Rent Payment	*STPAY	2006-09-05	aaaxsys
<b>Totals:</b>		<b>7025.00</b>	<b>500.00</b>		<b>Balance due:</b>	<b>-6525.00</b>	

In order to make the new invoice transactions effective, click the button below. The billing procedure will be re-run with posting enabled. If you want the new (modified) statements to be automatically e-mailed to the guests, check the automatic e-mail option.

**Grand totals: Debit: 7025.00 Credit: 500.00 Balance: -6525.00**

Email new statements automatically

1. Exclude invoices for editing or not for e-mailing
2. Check the email new statements automatically 'box'
3. POST new Transactions
  - a. All invoices in the batch are e-mail instantly to the guest's e-mail
  - b. Make sure the correct e-mail is in the reservation-client form
4. The invoices will e-mail in 'text' version like an Internet provider bill
  - a. There are instructions to click through for an invoice version
  - b. Client number included to view & print from client login on your web site
5. Transactions Turn grey or white after posting & e-mailing
6. Invoice descriptions & calculations are set in advance by each Member
  - a. Per day or Night
  - b. Weekly
  - c. Monthly

## Guest Selection Page:

Show Download Options:

**\*\*\*Click this box to change the menu\*\*\***

This option overrides the previous Menu items & allows downloading Transactions into files for transfer to credited accounting packages

**Guest selection page**

Selection criteria	
<input type="text" value="01/23/2007"/> <input checked="" type="checkbox"/>	Reservation begin date FROM (check to use)
<input type="text" value="02/22/2007"/> <input checked="" type="checkbox"/>	Reservation begin date UNTIL (check to use)
<input type="text"/>	Enter empty, partial or full last name of the guest.
<input type="text"/> (select)	Enter empty, partial or full Unit code of the reservation.
<input type="text"/> (select)	Company code. Empty, partial or full.
<input type="text"/>	Account code
<input type="text" value="ALL"/> ▼	Agent
<input checked="" type="radio"/> Client # <input type="radio"/> Begin date <input type="radio"/> Last name	Select list ordering
<input type="checkbox"/>	Check this to show also non-active guests. Uncheck for open guests.
<input type="checkbox"/>	Check this to show only general clients (without reservation). Uncheck for all clients.
Download type <input checked="" type="radio"/> XML <input type="radio"/> CSV <input type="radio"/> QB	Select XML/CSV/QB (Quickbooks) to download selected data to a file
<input type="button" value="Proceed"/>	
Show download options <input checked="" type="checkbox"/>	

1. Transaction download by number into:
  - a. An XML file
  - b. A CSV file
  - c. Quick Books
2. All client transaction numbers are unique to eliminate duplicate entry
3. The same filter & sort capabilities to filter batches for downloading