

FrontHotel 2013 Service Pack 1

Housekeeping

- New option to determine the group of employees for Housekeeping department in Settings --> Hotels --> Settings --> Default values --> Housekeeping Employees Group.
This group is used to display only the housekeeping staff in the housekeeping module.
- In the properties of rooms and floors actually it is possible to set an employee by default. In case to set one employee to the floor then all the rooms are related to this employee by default.
- The reports for housekeeping now got a new column called "Assigned Person":
 - It is possible to change the employee of this column
 - New fields added in the header of the reports in order to filter by employee, floor, or room range.
 - The printing is according to the selection
- New option to set the number of copies when printing housekeeping reports.
- Now on the room status may be defined by Hotel in case of multiple hotels environment within a single database.

Activities

- After the production closing the function to change the <Status of Activity> turns disabled for those activities with charges within the Production closing date.
- When modifying the status of an activity to <void> or <no-show> all the services get canceled.
- It is possible to open services from the calendar of resources. Before, it was possible only when the user got permission to <modify finalized services>
- Now the designs of documents types for Services and Activities it is possible to add the field <e-mail> of the subcontract.
- Add new functionality in order to verify if the user type has any maximum discount application by line over the <Activity Charges> tab.

- Now to apply a discount to a Pack of services already assigned and scheduled it keeps the same values for the new generated services.
- When generating an advanced payment in an activity, the fields <Number> and <Series> are input within the fields <Su documento> in the Treasury in order to relate it when invoicing the activity.
- When modifying an ended service from the calendar of resources, the service is opened without verifying if the employee got permission to modify finalized services.
- In the tab of <charges> of an activity it is possible to change the rate by typing the code rate into the field <Rate> in the charges or by clicking F6 in the field.
- New display of the calendar of resources; now it is possible to set a Start and End time in the group of resources.
- New option to select multiple services within an activity and through right-click appears the option <Assign Client> in order to set a client for all the selected services.
- When applying a Package of services from the activity it generates certain services, and when undoing this Package the services turn into void. The function <Unvoid> is disabled for this kind of packages.
- New control to do not permit add new services and charges into a canceled activity.
- A new option added in the calendar of resources / employees in order to <Unconfirm> a service.
- In case of relating a service charge to a room account under room status = check-out, the system will pop up a warning message: <The room is already Check-out. Do you want to continue?>
- The services of an activity may be sorted by any of the fields in the header just by clicking any of them.
- New option to create a new service and assign it automatically in the calendar of the employees' group so that consider the following points to set it up:
 - Activate the option "Show on calendar the services of the employees group", it is located in settings --> user types --> activities --> options --> other options.
 - Up on the creation of a service and assigned it into a group of employees the service is visible in the calendar of all members of this group of employees.
 - Any action over the service as for instance; End, Modify, Void, ... etc is displayed on every calendar of the employees' group.

Allotments

- In case of using a variable allotment and applying it and exceeding the maximum defined, the system warns about the situation by the message: "The allotment is exhausted. This booking will cause extra allotment."
- New option "Permit Overbooking applying Allotment" located in Settings --> Hotels --> Settings. If this option is enabled then it is possible to apply allotments without available rooms. In case this option is disabled the behavior of the system will remain as before this version; no possible to make a reservation applying allotments if there is no available rooms.

Reports

- In the Forecast of Stays added a total row for Adults, Children, and Babies.
- In the Forecast of Stays the choice for "Show with taxes" is saved for next time.
- The Production/Occupancy Cube holds new facts <% Occupancy>, <Acum. % Occupancy>, <Available Acum.> <Acum. Occupancy>.
- The Desktop Production/Occupancy holds new fact <% Occupancy>.
- In the Audit of Reservations added a new control for "Price Recalculation".
- In the reports of Production: Daily, Accumulated, by Department, by Rate, by Client, by Agency, Associated to Agency, by Reservation Type, by Nationality, by Months, and by Accommodation, an amendment is applied when it comes for the calculation of some key indicators as RevPar, Prod/Pax, Prod/room, Price/Room, and Price/Pax. These indicators are assessed according to the revenue after discounting the charges and discounts applied over room and board.
- In the filter of Reservations List a new field is applied in order to select an Occupant/Guest.
- When printing reports new option to <show grid>.
- The production report by department has been modified in order to consider the production of the services according to the status of the activity. If the status of the activity affects the Booking or whether the charges of the services are invoiced, only then the production of the activity is accounted into the Production Report by Department.
- The Production/Occupancy cube holds new fields <%Occupancy> and <Accum. % Occupancy>.
- Also added <Accum. Available> and <Accum. Occupancy>

- The report of <not finished> services located in the Closing Reports is now available as well from the statistics --> Activity tab.
- In the pending to invoice to clients and to agencies reports the field "salon" is renamed to <Resource>.
- New option to filter by <free fields> of the reservation in the following reports; Production Associated to Agency, Production/Occupancy Field.
- New filter by floor available in the monthly occupancy and availability.
- The fields <No-Show> and <Accum. No-Show> added in the following reports:
 - Daily Occupancy
 - Accumulated Daily Occupancy
 - Daily Production
 - Accumulated Daily Production
- The fields <Void> and <Accum. Void> added in the following reports:
 - Daily Production
 - Accumulated Daily Occupancy
- In the desktop Production/Occupancy new field available <% Occupancy>.
- New option to filter by item in the Detail of Daily Deductions.
- New option to Finish all the services selected on the list for <Not finished services> report.
- New field <F. Activity> appearing in the report of Production pending to bill, this field shows the date of any activity.
- In the report of Commissions added new field <Invoice> in order to display the series and number of the invoice of expenses.
- New column <Services> available in the List of Reservations and in the Forecast of Stays. This column indicates whether the reservation/room has related services.

- New function in order to filter the invoices of travel agencies much easier. The filed <Type> is located in the Invoices Query --> Filter
- New field <All Available Rooms> placed in the Production Report by department within the Occupancy Summary. Additionally, when running this report without enabling the check-box <by Room/Reservation type> as per default values then the assessment of the indicators of Average Price is based on the revenue of <Room + Board + Charges and Discounts + Corrections> instead of assessing it based on the revenue of the Total General.
- In the List of Reservations the fields <Charges Pending to Invoice> and <Charges Pending to Invoice TAX> have been renamed for the <CPI> and <CPIT>
- The report <Detail of Daily Deductions> displays the POS Charges pending to invoice. The filtering options to show on screen are fine tuned now.
- In the reports <Detail of Daily Charges> and <Detail of Daily Deductions> the field <Receipt> has been renamed for <Series/Num. POS>

Printing

- When printing the Room File document from whether the Guest profile, or Rooming List it prints out the default number of copies as set in the document design options.
- Now it is possible to print out the name of a room in the List of Reservations in case of managing room names instead of room numbers.
- As part of the Check-in process after selecting the room and adding the occupant, the system asks for confirmation to print out the Room File aka Registration Form or Welcome.
- Free Fields of the room are now available for the Room File document design.
- The appearance of the charges displayed by the "Automatic Invoicing (Agency)" and "Invoicing Activities" has been modified so these are sorted out as follows:
 - Automatic Invoicing to Travel Agencies
 - Check-in Date
 - Reservation ID
 - Guest Name
 - Invoicing Activities
 - Date

- Activity Type
- Service Description

Sending Emails

- When sending a collection document by e-mail by the function Re-print located in "Collections" the field <Subject> may be edited now, otherwise it is set the text "Collection Letter" by default.
- New possibility to add PAX children and PAX Babies in the e-mail templates.
- New option to choice the template for sending e-mail confirmations from the reservation; it may be HTML template, or even possible to attach a file.
- New function to receive a CC to the Hotel email account of all the emails sent by the automatic functions Check-in/Check-out/Confirmation of Reservations. This is enabled through the option <Send copy of the e-mail to Hotel> located in Settings → Hotel --> Sending mails.
- When sending the e-mail of confirmation using the option <Confirmation> located in the header of the reservation, it is possible to modify the e-mail address of the recipient.

Planning

- New column <Agency> in the list of reservation pending to be allocated.
- New option to select several room types to display at a time
- New option to allocate the reservations to rooms through the function <AutoFill>, all the reservations are allocated sorted by numeric order of reservation.
- The option <Room Change> is disabled now in case the room is occupied and the status of the reservation does not "allow the room change in occupied status".
- The option <Room Change> is disabled now in case the room is allocated and the status of the reservation does not "allow room change in pre-assigned status".

Configuration

- Now the system verifies if the user has any limitation for applying discount over the lines of Charges tab of the activity instead of first checking if the user got permission to change price. In case the user does not have any % discount limitation and if the user has permission to change sales price then the user can apply a discount.
- New permission added in the user type <Allow Proforma in Charges>
- New invoice design added <Hotel Invoice (New Design)> in order to adjust the invoice layout to the new POS Charges transfer as these are received through delivery notes documents.
- In the UK it is possible to create guest profiles without filling in the field ID
 - New option added <Do not request ID field> in settings --> company. This option is only available when the Hotel country = GB.
 - Then when creating a new occupant the field ID is hidden, the system sets this number internally.
- New option to constraint the access to hotels by employee. The changes apply for changing hotel over:
 - Desktop
 - Settings
 - Search by Occupant
 - Search by Locator
 - Search by reservation number
 - Booking
 - Booking of Activities
 - Filter of Reservation, Forecast of Stays, Rooming List
 - Filter of Activities
 - Filter of Services
 - Statistics Reports
 - Closing Reports
 - Z Cash Counts
- Modified the text displayed in the invoices when grouping charges and having 3 and 4 people, modified as follows:
 - 3 Person --> 3ª Pax
 - 4 Persona--> 4ª Pax

- Added 2 new options to the reservation status, these permit to do room change in both the Planning and the Reservation. The permissions are:
 - Allow room change in occupied status
 - Allow room change in pre-assigned status
- Now the layout set in terms of columns and width in the Forecast of Stays are saved by user, as the same way for the List of Reservations.
- In settings --> company --> Invoicing --> new grouping options for the POS Charges.

User Types

- New permission to modify Housekeeping Status. The permission aims to <add new status> however does not permit remove nor edit the current status.
- New permission <Allow Check-in without Occupant>, so when doing a reservation it is possible to cancel the occupant selection and finish the reservation.
- New 2 permissions to <Allow to delete line on Summary> and <Allow to delete line on Detail>

Currency Exchange

- New fields added <Name> and <ID of client/occupant>. These fields are displayed on the currency exchange report as well.

Reservations

- When changing the room type or board in a reservation the price is not recalculated in case the status of the reservation blocks the automatic recalculation. Additionally, the values insert in the fields Children and Discount remain the same independently of the blocking of recalculation.
- The status of the reservation option <block automatic recalculation of the reservation> acts as well when modifying the price manually and the name of the rate is removed.
- When changing a client or agency in a reservation it is not possible to recalculate the prices if the option <block automatic recalculation of the reservation> is enabled for this reservation type in Settings --> Reservations --> Reservation Status
- The search by locator is based now on partial search.

- When creating a reservation if the locator number already exists a warning dialog pops up.
- It is possible to apply Packages longer of 1 night in the Daily Summary and in the Detail tab.
- New option to sort out the list of occupants/clients when creating an activity from within the reservation. Also added a text field to look up for the name of the guest.
- When creating a reservation the housekeeping status are applied according to length of stay of the reservation.
- New control to warn out about exceeding the risk of a Travel Agent. The risk value is a maximum credit amount set in File --> Travel Agency
- Optimized the selection of Clients/Occupants when it comes for creating Activities within the reservation.
- In both tabs Daily Extract and Detail of the reservation added a new function <Modify between dates>, it applies changes about rate, season, and board for a date range.
- When switching the status of a reservation to <Void> the system checks for any invoiced charges, if so the following dialog box appears: "Rooms with invoiced charges are still accounted into the production reports. Do you want to continue?"
- New option to duplicate lines by using the key sequence <arrow down> in the Detail tab.
- In the <Multiple Allocation> screen added the function <AutoFill> in order to do automatic room allocation.
- New option <Hide void rooms> in the Extract journal tab.
- New options for Group reservation within the Rooming List option:
 - New option to <move> an occupant to another room of the same reservation.
 - When moving an occupant any related activities are moved as well.
 - Joined the options <New>, <Edit>, <Remove>, <Move>, and <Print Card>.
- When switching a reservation status from Occupied or Check-out into Void or No-Show the following message pops up: "Doesn't change the status of the booking. Cause: There are rooms occupied or check-out." The same message appears when trying to switch these reservation status into:
 - Quoted
 - Without Confirmation

- Release
 - Waiting List
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- New option to define <Free Fields for Reservations> as mandatory to create a reservation. A new window pops up in order to input the values.

 - Implemented new condition; it is not possible to void a room if there are POS charges pending to invoice.

 - New conditions to Void a reservation with related services:
 - When voiding a reservation with pending charges to invoice the system displays the following message: "Does not change the status of the reservation. Cause: There are pending charges to invoice."
 - If the charges of a service are already invoiced system pops up the following message: <The void service has related services>
 - The Audit of Reservations records the void of a reservation and the services related.
 - The Audit of Activities records the cancellation of the related services.

 - New control to do not permit select a different room type when changing a room for package reservations.

Invoicing

- New filter to select charges by date range in the invoicing screen.

- When generating an Advanced Collection from an activity the series and number are saved into <subdocumento> field so that when invoicing the activity the related advanced payments are listed on the screen.

- When settling a reservation of a package with only services, all the charges are selected by default.

- It is possible to modify invoices holding POS Charges from the reservation itself.
 - when doing the credit from the reservation the total screen appears displaying the original payment type and the amount in negative as well as the client of the original invoice.
 - In the reservation it is not possible to modify credited invoices.
 - In the invoices query it is not possible to credit invoices holding POS Charges.

- The system displays a warning dialog box when going to invoice in case of a reservation with any charge line at 0 price. <Some of the nights has no value. Do you want to continue?>

- In the invoicing screen of the reservation, the field <client> of the charge lines gets refreshed when selecting occupant to invoice in the drop-down menu.
- New control for the function Divide that aims to do not permit create lines with 0 units.
- New option to check the related Advanced Payments in the invoicing screen of the reservation.

Rooms / Floors

- New Free Fields available to set into every room from the rooms distribution screen in the properties of the room.
 - The Free Fields of the rooms may be print out from the Housekeeping List (optional column), from the Registration Form, and from the E-mail Confirmation Template.

Audit

- The option <recalculate price> of the reservation in the tab <detail> gets Audit now.
 - Also when modifying the prices of the reservation manually after the price recalculation, it gets audit as <variation of the reservation amount>.
- When using a name for the room it appears in the audit of reservations for the following actions; check-in, multiple check-in, check-out, room change, allocated room, extras transferred, charges and discount, alarm clock activated, do not disturb activated, activated telephone line, deactivate telephone line.
- The room name displays in the housekeeping audit.
 - Modified the following actions:
 - Added status
 - Removed status
 - Included the action <Charge/Discount> in the audit.
 - Also the room name displays in the Charges/dicounts tab of the reservation.
- In the audit of reservations added new action to audit <discount modified in charges>.
- The automatic credit of invoices to travel agents it is added into the audit for all the reservations with charges invoiced in this bill.
- The audit of reservations records the application of automatic status of room when performing a room change.

- New audit in the reservation about the Housekeeping Status for the following actions, add, remove, or edit any status. Moreover, the <Housekeeping Status> is included in the audit of reservations.
- The audit of reservation holds new control for <Modify the Locator>, <Remove lines in the Summary>, and <Remove lines in the Detail>.
- When doing the allocation of rooms through the <Rooming List> option, the action gets in the audit.
- The Deallocation of a room from the Planning is audited as <Deallocated: Planning>
- The creation of an invoice with the option Automatic Invoicing of Activities gets in the Activities Audit as <The service (series/number of service) is included in the automatic invoice (series/number of reservation)>.
- The action transfer <Transfer POS Charges> to another room is audited as <POS Charge> instead as an Extra.

Rates/Packages

- In the charges/discount screen the selection of non-applicable rates, system only shows the packages set by default to the Hotel.
- In the profile of agencies/clients when adding a rate from <hotel rates> function, system enables by default the option <Show only the rates assigned to the Hotel>
- When setting a commission in the agency profile it is inserted to the packaged as well.
- When adding a package to the agency the commission is applied by default.
- The application of extras to the packages can be defined according to the room type.
 - A filter for the room type is available in the edition of the extra.
 - This option is only available for extras applicable by room.
- In the rates/packages profile it is possible to customize the conditions of application of the <charges/discounts>.
 - By F6 in the charges and discounts grid it pops up the wizard to customize it.
 - When removing a season off the package the charges and discounts associated get removed as well.
- New possibility to define a Rate or a Package by default in settings --> Hotels --> Settings --> Rates.

- The application of <pack> from the activity it takes the current date.
- The selection of packages only shows the boards related to the current hotel.
- New option to set a Release value in the rate configuration.
- New option to modify the maximum and minimum length of stay and the release by rate.
- Modified the assessment of Charges/discounts by %, these are calculates based on the price set in the reservation rather than the price set in the rate applied in the reservation.
- For the package set up it is not possible to add a service if it has no related item, in other words it is not possible to add non-invoicing services to the packages. In his case the system will pop up a warning message: <It is not possible to select this service. First add an invoicing item to the service>

Agencies / Clients

- New option <Locator Mandatory> in the travel agent profile.
 - The creation of reservations of travel agents may only be done if filling in the field Locator in case the travel agent profile got enabled this option.
 - The fields <Locator mandatory> and <Billable commissions> are disabled when it comes to create a new travel agent profile.
- In the Agency/Client profile it is possible to select multiple rates by the function <Add Rates>.

Charges / Discounts

- New option to create a C/D applicable by room.
 - Considerations:
 - Only available for C/D discount kind.
 - New option in the field <Apply to> called <Room>
 - When enabling this check-box others get disabled as Board, Accommodation, and Extras(Packs).
 - Also disabled the function <Apply by>.
 - This kind of C/D is set according to; arrival, stay, room type, and board.
 - The Charges/Discounts of the type <Free Day> adds the criterion <Apply In>

- Cheapest Day
- The most expensive day
- On the First Day
- On the Last Day (as on previous versions)

Modifications/Corrections

- The List of Reservations displays correctly the column <amount> for the reservations with packages.
- Improvements in the Packages management.
- Corrected the issue in the POS Movements report that was not showing any value in the column <Room>.
- Corrected the error appearing in the edition of kitchen notes for several rooms.
- The Accommodation Production report displays properly when sorting it by date.
- When printing the Occupant Registration Form for a single occupancy reservation with a package applied the total amount appears correctly.
- The <Room Name> is now also displayed in the Room File for the allocated reservations.
- The List of Reservations Lists the correct values in the <Price> for the Packages.
- Corrected a bug in the room characteristics creation, it was possible to create 2 descriptions with the same id code.
- Error corrected (Field IDLINEA not found) in the fact guest search.
- When applying an only services package the system generates several services automatically and now set the client of the activity into every service.
- Corrected a bug to remove all the filters in the List of Reservations.
- Improvement in the refresh when modifying a reservation from the tabs <Extract Journal> or <Rooms>.
- In the Activities Reports corrected the functioning of the filter Group of Employees.

- Error corrected in the <Services Design> of the Activity where the column <Comments Services> and <Comments Activity> was showing the text <WIDEMEMO>.
- Improvement in the invoicing process for reservations holding POS Charges.
- In the List of Reservations the amounts for the related services display correctly.