AAXSYS

for info or support call
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!!!!!!!!

USING ACCOUNT CODES TO FOLLOW
YOUR AGGREGATED RESERVATIONS DOLLARS

March 2013

we are service-driven and are continually responding to your needs through the application and development of new technology

NOT AN AAXSYS MEMBER YET? CALL FOR FREE DEMO 415-447-2097

The Aaxsys Aggregated Reservation Statement Module:
get **statistics** using an almost unlimited number of **sort options** to
automatically calculate the **volume of business** your company produces.

ARE YOU USING THIS FEATURE YET?

A VIDEO TUTORIAL IS AVAILABLE ONLINE AT
http://www.screencast.com/t/8qiFKtRqFf

Furnish Department (1)

Reservations	Guests	Units	Administration	User
Reservation Board	View and Edit Guest Information	View and Edit Unit Information	List users	Appointment Calendar
Reservation Board (all options)	Guest financial transactions	List/download Unit expenses	Add users	Internal Mail
Availability Listing	View and Edit Company information	Add a New Unit	View and Edit Owner Information	Edit your user information
Reservation List (all for member)	Add a New Company	View and edit Building information	Add a New Owner	Leads Journal
Arrivals (all for member)	New general client	Add a New Building	List Business Categories	Contacts
Departures (all for member)	New account code (2)	Add a New Group	Add a New Business Category	Alerts Journal
Available Countries	List account codes	List Groups	Member Configuration	Task List
	List insurance policies	List Regions	Contact Forms Journal	Enter a Credit Card Transaction
		Add a New Region		View Credit Card
		Housecleaning		
		List CostCodes		
		List Workorders		
		List Vendors		

New Account Code Information (3)

Account code (no spaces - max 12 chars)	INT
Description (40 chars)	INTERNET

Add account code

Confirmation (4)
New account code record inserted into the database

List account codes

Account code Listing (5)

Code	Description	Active	Actions
MESS	Messenger & Associates	T	Edit Del
FK	Flip Key	T	Edit Del
CHBO	Guests from CHBO	T	Edit Del
IHS	Guests from Interim Housing Solutions	T	Edit Del
RA	Red Awning	T	Edit Del
AMSI-SD	Guests from Web-site	T	Edit Del
ZILLOW	Zillow Corporate & Extended Stays	T	Edit Del
LBW	Local Big Wig	T	Edit Del
TRULIA	Trulia Corporate & Extended Stays	T	Edit Del
GLN	Reservations from The GLN	T	Edit Del

Account code [   ] (6)

AMSI-SD: Guests from Web-site
CHBO: Guests from CHBO
FK: Flip Key
GLN: Reservations from The GLN

Reservations (7)

Reservation List (all for member)

Aggregated reservation statements (8)

View your reservation statistics using account codes and variable sort options in the Aggregated Reservation Statement module

1 first, log in to get to your personal main menu
2 from the Guest/Client menu select New Account Code
3 assign an Account Code + description; click to add
4 confirmation message displays
5 review the list of Account Codes below 'Add' an account code in your Guest/Client Menu
6 in the Reservation form at the bottom right click the down arrow to choose the relevant Account Code
7 view the volume of reservations generated from any Account Code by clicking on Reservation List (all for member) in the Reservation menu
8 at bottom of reservation listing page, click on Aggregated Reservation Statements
9 choose the parameters to view the statistic range and type; click the Account Code button
10 Reservation Statistics display per the parameters you've chosen

Selection criteria (9)

a 1/1/2013   Period begin date
b 1/31/2013   Period end date
   ○ Active within period
   ○ Made within period
   [   ]   Include reservations MADE or ACTIVE within the date period
   [   ]   Enter empty, partial or full
   Select accounting entity
c ALL AGENTS ▼   Agent
d ☑ Include non-invoiced   Check this to include all
   ☐   Check this to include only
   [   ]   Reservation minimum
   [   ]   Reservation maximum
Statement grouping
e ○ Group by agent   ○ Group by unit   ○ Group by bed
   ○ Group by region   ○ Group by unit group   ○ Group by building   ● Group by account code   ○ Group by category
f ○ Per guest
   ○ Per month
   ● Per month and ...

Proceed

AGGREGATED ACTIVE RESERVATIONS FOR THE PERIOD 01/07/2013 - 01/31/2013 (10)

Account	Clients	Res	Covr	Charges	Avg Res	Avg Covr	Avg Charges	Avg Rate/day
N/A	3	59	25	7052.00	24.58	10.42	2938.33	61.86
906	1	7	6	931.00	8.75	7.50	1163.75	133.00
AMSI-SD	1	30	6	3569.00	37.50	7.50	4461.25	38.38
CL	1	8	8	1082.00	10.00	10.00	1352.50	51.52
EQ	1	31	4	3369.00	38.75	5.00	4211.25	54.34
GOVT	4	98	75	11315.00	30.63	23.44	3535.94	134.70
Totals:	11	233	124	27318.00	26.48	14.09	3104.32	71.70

SELECTION OPTIONS
a set any date range
b reservations either Active or Made within that range
c for ALL Agents or pull down to choose single agent
d invoiced and/or non-invoiced reservations
e group and view any of 10 different ways
f view by guest; month; or per guest + month (most popular)

STATISTICAL COLUMN HEADERS
Clients number of guests for any selected time period
Res total days for entire reservation made during selected period
Covr total days of all guests during selected period
Charges gross charges billed for all guests during selected period
Avg Res average number of days for each guest for the total reservation
Avg Cov average days booked per guest during selected time period only
Avg Charges total charges averaged by guest during selected period
Avg Rate/Day average rate per day charged all guests during selected period

Just pennies per day per unit.
No strings, wires or gimmicks.
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