



AAXSYS TECHNOLOGY

“Workin’ It”

A Set Up Guide

for

Members & Users



AAXSYS 2.0

Rate Set Up for Automatic Reservations & Invoicing

- 1. General Information**
- 2. Cost Codes**
- 3. System Property Rates**
- 4. Additional Property Rates**
- 4. Special Guest Charges**



“Workin’ It” - An Aaxsys User’s Guide Setting Up Rate Details

For the Aaxsys System to process all reservations and invoices accurately there is a sequence of set ups that ensure your accounting is accurate for reservations and invoicing. Take the time to do this now and save hours of work on a monthly basis.

COST CODES

Cost Codes drive all of your accounting and financial reports. It is imperative to set these up for all categories of charges, payments, expenses and income. Reports can be run for any cost code for any time period to produce accurate records. If using a secondary accounting package like Quick Books it is crucial to set up your Cost Codes to reflect your exact ‘Account Codes’ in your accounting package of choice. This ensures downloads into the proper location and eliminates manual entry.

All accounting transactions are categorized by Cost Code and these are custom configured by you for your company’s needs. They can be downloaded through an XML feed; CSV File (excel spreadsheet); or especially configured for Quick Books.

PROPERTY ADDITIONAL RATE DETAIL

In your property or unit set up, there are several fields on the Detail Unit Form for default charges pertaining exclusively to that unit. Rent, Deposit, Tourist Tax for under 30 days, and one other custom charge that always calculates on the initial reservation if applicable. However, more charges may apply to each piece of inventory either one time or on-going for invoicing. All of these charges must be set up in advance with the proper cost codes applied to each charge for Aaxsys to calculate them automatically.

This ‘Workin’ It’ set up will guide you through setting these up – when pertaining to the unit itself. For Rates that apply to more than one unit or all units Aaxsys has enabled ‘copy’ features to only input them one time and copy to more than one piece of inventory.

SPECIAL GUEST CHARGES

The Third step in setting up Aaxsys to properly calculate all charges pertaining to reservations and recurring invoices is to set up Special Guest Charges for Individual Guests. This requires advance set up of a Master Expense List from which to choose for Special Charges requested by individual guests. These charges do NOT belong to the property but to the guest and Aaxsys will invoice them correctly every month once set up properly with the correct cost codes for financial reporting.

The form for this detail is exactly the same as the additional property rate detail but resides in a different database. All Additional rate details can be accompanied by automatic Tax Rates applied to rent; charges; or even applied to Tax on Tax! There is NO limit to additional guest or property charges that can be applied.



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Setting up “Cost Codes”



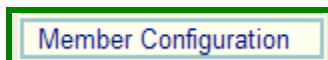
Setting Up 'Cost Codes'

1. Cost Codes:
 - a. Cost Codes Define and Operate your Financial Records and Reports
 - b. They are Crucial to ALL your Accounting functions
 1. They translate into 'Accounts' in Quick Books & other accounting packages
 2. They separate ALL of your transactions into appropriate Categories
2. System Generated Cost Codes
 - a. There are 9 System Generated Cost Codes
 - b. The First 4 codes control generated charges from The Unit Detail Set Up Screen
 1. A move out clean or other 'one time' charge affecting the reservation
 2. Rent Charges monthly
 3. Rent or Security Deposits (refundable – separate from a deposit against rent)
 4. Tax which applies to stays under 30 days
 - c. The other system cost codes are not automatic and selectable

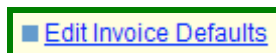
CostCode Listing					
Code	Type	Description	Active	Actions	
Client Invoices					
*STFX	IN	One-time Rental Fees	T	SYS	SYS
*STINV	IN	Rental Charges	T	SYS	SYS
*STSEC	IN	Rental Deposits	T	SYS	SYS
*STTAX	IN	Short-term Rental Tax	T	SYS	SYS
Client Payments					
*STCHK	PA	Rental Payments	T	SYS	SYS
*STPAY	PA	Rental Payments	T	SYS	SYS
Client Refunds					
*STREF	RF	Rental Refunds	T	SYS	SYS
Revenue					
*STREV	RE	Rental Revenue	T	SYS	SYS
Payments from Vendor					
\$CHECKSS	PF	Payments from Vendors	T	SYS	SYS

*****System generated Cost Codes can be re-named to coincide with your current chart of accounts*****

3. To re-label the System Cost Codes used in your current accounting package:
 - a. Click on 'Member Configuration' under your Administrative Menu



- b. Click on 'Edit Invoice Defaults' on the right of your top menu





Setting Up ‘Cost Codes’ (cont.)

- c. Scroll down the page to ‘Default Billing Cost Codes’ & enter the new account name

Default Billing Cost Codes
(If an entry is left empty, then a system default code will be used)

Default code for rental charges [\(select\)](#) Default code for one-time rental fees [\(select\)](#)
 Default code for rental tax [\(select\)](#) Default code for deposits [\(select\)](#)
 Default code for payments [\(select\)](#)

1. The Account Number or name should be the same as your Account Package
 2. It will translate and be visible in each transaction when processed & downloaded
4. ALL other Cost Codes can be Set Up by Aaxsys Members to record & report financial transactions

CostCode Listing				
Code		Description	Active	Actions
053100	IN	Telephone Income	T	Edit Del
053200	IN	Cable / Internet Income	T	Edit Del
053400	IN	Cleaning Svcs Income	T	Edit Del
053500	IN	Pet Sanitation Income	T	Edit Del
053600	IN	Concierge Svcs Income	T	Edit Del
053610	IN	Limousine Income	T	Edit Del
011420	PA	CC - AMEX	T	Edit Del
011430	PA	CC - VISA	T	Edit Del
011440	PA	CC - MC	T	Edit Del

5. Cost Codes are also divided into Categories depending on the function they serve

CostCode Listing				
Code	Type	Description	Active	Actions
Client Invoices				
*STFX	IN	One-time Rental Fees	T	SYS SYS
*STINV	IN	Rental Charges	T	SYS SYS
*STSEC	IN	Rental Deposits	T	SYS SYS
*STTAX	IN	Short-term Rental Tax	T	SYS SYS
Client Payments				
*STCHK	PA	Rental Payments	T	SYS SYS
*STPAY	PA	Rental Payments	T	SYS SYS
Client Refunds				
*STREF	RF	Rental Refunds	T	SYS SYS
Revenue				
*STREV	RE	Rental Revenue	T	SYS SYS
Payments from Vendor				
\$CHECKSS	PF	Payments from Vendors	T	SYS SYS

Setting Up ‘Cost Codes’ (cont.)

4. To Add Cost Codes to fit your accounting package Click on “Add a New Cost code”

Add a New CostCode

5. Fill in ALL information

New CostCode Information

Cost code (no spaces - max 8 chars)	TACOMM
Description (30 chars)	Travel Agent Commission
Transaction Type	EXPENSE ▼
Add costcode	<ul style="list-style-type: none"> INVOICE PAYMENT REVENUE <li style="background-color: #e0e0e0;">EXPENSE CREDIT REFUND DEPOSIT COMMENT GENERIC

- a. Pick ANY 8 characters or Chart of Account Numbers
 - b. Fill in the description (This automatically populates your Added Rate Detail!)
 - c. Click on the ‘down arrow’ to ADD this costcode into the ‘correct’ Category
 - a. Generic allows the Cost Code to be used for ANY type
 - b. COMMENT – is if you want to create a ‘line’ Item – with NO money amount attached
7. Click on “Add Cost Code” – Aaxsys Confirms your New Cost Code!
8. Click on “List Cost Codes” in your “Units/Suites” menu

Units

Add a New CostCode

List CostCodes

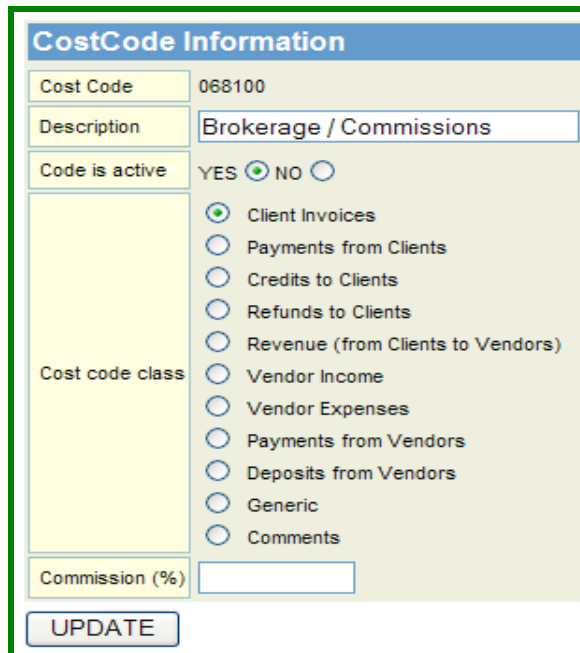
9. Edit or Delete Cost codes from the “list’

CostCode listing

053610	IN	Limousine Income	T	Edit	Del
053700	IN	Storage Income	T	Edit	Del
053800	IN	Damage Income	T	Edit	Del
053900	IN	Miscellaneous Income	T	Edit	Del
054100	IN	Admin / Late Fees Income	T	Edit	Del
054300	IN	Cancellation Income	T	Edit	Del
068100	IN	Brokerage / Commissions	T	Edit	Del

Setting Up ‘Cost Codes’ (cont.)

- a. Click On Edit to Change Descriptions or Categories for the Cost Code



CostCode Information

Cost Code: 068100

Description: Brokerage / Commissions

Code is active: YES NO

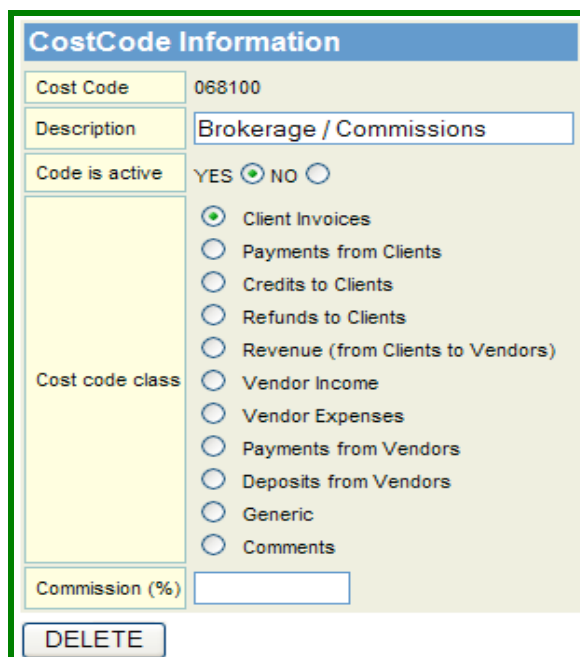
Cost code class:

- Client Invoices
- Payments from Clients
- Credits to Clients
- Refunds to Clients
- Revenue (from Clients to Vendors)
- Vendor Income
- Vendor Expenses
- Payments from Vendors
- Deposits from Vendors
- Generic
- Comments

Commission (%):

UPDATE

- b. Click on Delete to eliminate a cost code
1. Codes Can NOT be Edited – only the Class & Description
 2. Click on ‘Delete’ or mark the Code ‘inactive’



CostCode Information

Cost Code: 068100

Description: Brokerage / Commissions

Code is active: YES NO

Cost code class:

- Client Invoices
- Payments from Clients
- Credits to Clients
- Refunds to Clients
- Revenue (from Clients to Vendors)
- Vendor Income
- Vendor Expenses
- Payments from Vendors
- Deposits from Vendors
- Generic
- Comments

Commission (%):

DELETE

10. (Commission % will be discussed in another ‘advanced’ topic)



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System Generated Rate Detail



System Generated Rate Detail

In your Unit Detail Screen, there are several fields which generate ‘default’ charges to automatically calculate on your invoices. These fields utilize the “system generated Cost Codes”. Use these Cost Codes or ‘override’ them to coincide with your existing chart of accounts for downloading.

1. Fill in Rates in your Unit Detail screen

Detailed information on FSBC2417

Rates			
Monthly rate	3000.00	Markup	150.00
Weekly rate	1000.00	Markup	100.00
Daily rate	100.00	Markup	50.00
Inv code	(NOT ASSIGNED) ▼		
Extra charges/Fixed			
Deposit	800		
Departure Services	150		
Tax (%)	11.25		

2. These automatically populate in your reservation form for each unit & eliminate manual entry
 - a. Markup is to add amounts to the rent for ‘specified’ users if applicable
 - b. Invoice Code is to assign a specific Cost Code for rent on units of a certain class
 1. Commercial Units to run financial reports separate from
 2. Residential Units etc.
3. These ‘default’ rates can be edited and over-riden on the reservation form
4. The Tax in this category will automatically apply to stays lest than 30 days
5. Any of these fields not applicable – leave blank



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**Setting Up
Basic Additional Property Rates**



Setting up Basic Additional Property Rates

Additional Rates ALWAYS connected to the Property must be set up in advance with the unit. Aaxsys will then ‘automatically’ add these rates to the guest invoices every time and on going monthly.

1. Click on View & Edit Unit Information & Proceed
 - a. Click on ‘Edit’ or the property code to enter the Detailed Unit information

Unit query results:

Current Units								
Unit code	Pictures	Address	Crosstreets	Neighborhood	City	Bed	Bath	Action
CHDV0999	Yes	1021 Ogden Street		Capitol Hill	Denver	1	1	Edit Del
DNLG1101	Yes	900 Bush St.		South of Market	San Francisco	1	1	Edit Del

- b. At the Top of your Unit/Suite Detail Page Click On “Additional Rate Details”

Detailed information on DNLG1101

View This Unit	Copy to a new unit	Additional rate details
Recurrent expenses	Manage unit pictures	Upload new picture
Copy pictures from another unit	Owner/Provider list	Open documents
Guest listing	Expenses	Financial statement (balance)
Alerts	Housecleaning settings	Change unit code
Change member code		

- c. The following Screen Displays

[Add a new rate detail record](#)

[Recalculate property rate totals from current rate details](#)

Copy rate details FROM another Unit: (select)

Copy rate details TO another Unit: (select)

General Unit rates that apply to this Guest

Rate Line Items								
Type	Label	Description	Code	Daily	Weekly	Monthly	Fixed From To	Action
Add a new rate detail record into unit rates								



Setting up Basic Additional Property Rates (cont.)

- f. Click on “Add a New Rate Detail”
 - 1. This form is used for ALL Additional Charges applied to Units
 - a. Set Up depends on the parameters of the charges applied
 - b. This also operates Seasonal or Daily rate charges automatically
 - 2. One scenario will be discussed here pointing out fields and what they do
 - 3. More complicated set ups require assistance based on the needs

Rate Detail record entry page

[? Get information](#)

New Rate Detail Record Information

This rate item is active	<input checked="" type="checkbox"/>
Type	IN (Invoice) ▼
Label	<input type="text"/> Guideline
Apply to (label)	<input type="text"/> (If you are not sure, leave this empty)
Apply separately	<input checked="" type="checkbox"/> (Do not accumulate the amounts into one total, but separate lines instead)
Valid from	05/14/2010 <input type="checkbox"/> (check to activate)
Valid to	05/14/2010 <input type="checkbox"/> (check to activate)
Yearly recurrent period	<input type="checkbox"/>
Charge mode	<input checked="" type="radio"/> Any billing <input type="radio"/> Initial billing <input type="radio"/> Final billing
Minimal stay length	<input type="text"/>
Maximal stay length	<input type="text"/>
Active until	<input type="text"/> days (from begin date)
Activate after	<input type="text"/> days (from begin date)
Do not add to rent	<input type="radio"/>
Add to rent (A)	<input type="radio"/> (Add amount to rent without a separate line)
Add to rent (B)	<input type="radio"/> (Add amount to rent with a separate line)
Apply only to Guest #:	<input type="text"/> (use the negative to exclude)
Hide from master	<input type="checkbox"/>
Hide from client	<input type="checkbox"/>
Create a comment line	<input type="checkbox"/>
Description (40 chars)	<input type="text"/>
Cost Code	IN.*STFIX (One-time Rental Fees) ▼
Vendor (revenue only)	<input type="text"/> (select)



Setting up Basic Additional Property Rates (cont.)

- 2. MOST additional Property rates in the TOP Screen follow this functionality
 - a. Item defaults to 'Active' but can be de-activated by un-checking the box
 - b. Leave the 'Type' default "Invoice" to apply to guest invoices
 - c. "Labels" are for Tax on Tax and other complicated calculations (an Advanced feature)
 - d. Apply Separately is the default for one line per charge

New Rate Detail Record Information	
This rate item is active	<input checked="" type="checkbox"/>
Type	IN (Invoice) <input type="button" value="v"/>
Label	<input type="text"/> Guideline
Apply to (label)	<input type="text"/> (If you are not sure, leave this empty)
Apply separately	<input checked="" type="checkbox"/> (Do not accumulate the amounts into one total, but separate lines instead)

- 3. These Boxes apply to seasonal rates & multiple Tax structures for time periods (To be discussed in an advanced section or one on one if immediately needed)

Valid from	05/19/2010	<input type="checkbox"/> (check to activate)
Valid to	05/19/2010	<input type="checkbox"/> (check to activate)
Yearly recurrent period	<input type="checkbox"/>	
Charge mode	<input checked="" type="radio"/> Any billing <input type="radio"/> Initial billing <input type="radio"/> Final billing	
Minimal stay length	<input type="text"/>	
Maximal stay length	<input type="text"/>	
Active until	<input type="text"/> days (from begin date)	
Activate after	<input type="text"/> days (from begin date)	

- 4. The following boxes do affect the way your invoices display charges
 - a. Charges or taxes that do NOT apply to the rent – Check the top radio button
 - b. You have the option of including the charge in the rent or on a separate line
 - c. (Apply to guest # is not a necessary field – leave blank)
 - d. 'Hide from Master – Hide from client' are Advanced Features for later training
 - e. Create a comment line will insert a set phrase automatically with NO charges

Do not add to rent	<input type="radio"/>
Add to rent (A)	<input type="radio"/> (Add amount to rent without a separate line)
Add to rent (B)	<input type="radio"/> (Add amount to rent with a separate line)
Apply only to Guest #:	<input type="text"/> (use the negative to exclude)
Hide from master	<input type="checkbox"/>
Hide from client	<input type="checkbox"/>
Create a comment line	<input type="checkbox"/>



Setting up Basic Additional Property Rates (cont.)

- 5. These two top fields connected with Cost Codes are ESSENTIAL
 - a. Use the down arrow to 'choose' the correct Cost Code for this charge
 - b. The Description accompanying the cost code will automatically populate above it
 - c. Vendor Code is only relevant if paying expenses from Aaxsys – to be discussed later

Description (40 chars)	<input type="text"/>
Cost Code	IN.*STFIX (One-time Rental Fees) <input type="button" value="v"/>
Vendor (revenue only)	<input type="text"/> (select)

- 6. Rate Information too MUST be filled in.
 - a. If the charge is in currency (dollars) use the top portion
 - 1. If using a daily rate reservation board put the charge in calculated "per day"
 - 2. If using a monthly reservation board or a monthly rate is needed with a daily Board put the entire monthly amount in Monthly (Aaxsys will pro-rate it)
 - 3. If a ONE Time fixed fee per guest – like Pet Deposit – put the amount in 'fixed' & Set the 'type' to IX. (Above in your first box!)
 - b. If the Charge is a percentage – like tax - either added to rent or another charge (labels) put the percentage into Rate information
 - 1. To make sure the percentage applies to any rate using a daily; weekly; or monthly Charge – fill in all three.....Aaxsys will calculate it correctly on each
 - 2. All charges will be pro-rated using either monthly or daily reservation boards

Rate information (currency)	
Daily (xxxx.yy)	<input type="text"/>
Weekly (xxxx.yy)	<input type="text"/>
Monthly (xxxx.yy)	<input type="text"/>
Fixed (xxxx.yy)	<input type="text"/> (set type to IX or RXI)
Rate information (percentage) - used if non-zero	
Daily (xx.yy)(%)	5 <input type="text"/>
Weekly (xx.yy)(%)	5 <input type="text"/>
Monthly (xx.yy)(%)	<input type="text"/>
Fixed (xx.yy)(%)	<input type="text"/> (set type to IX or RXI)
<input type="button" value="Add rate detail record"/>	

- c. Charge remaining the same each month – regardless of occupied days or pro-rations us:
 - 1. Check the Box
 - 2. Put in the 'currency' amount

Special rate information	
<input type="checkbox"/> Non-prorated monthly fee	<input type="text"/>



Setting up Additional Property Rates (cont.)

- 7. This is a Special Section for adding a Tax amount to the charge simultaneously
 - a. The Rate is always Percentage
 - b. Click the down arrow to choose the correct cost code
 - c. The Description field will populate with your cost code description
 - 1. Do not type in the description first
 - 2. It will be Over-ridden
 - d. Vendor is not necessary unless using payables in Aaxsys at this time
 - e. Be sure to check "Create a separate line" or the percentage will ADD to the charge!

Tax/Markup/Discount information

Rate (percentage)	<input type="text"/>
Description (40 chars)	<input type="text"/>
Cost code	IN.*STFIX (One-time Rental Fees) ▼
Vendor (revenue only)	<input type="text"/> (select)
Create a separate line	<input type="checkbox"/>

- 8. Click Add rate detail record!
 - a. The New Rate detail has been added to your property for Guest invoice charging
 - b. The NEW Rate Detail will automatically 'insert' into your Recurring Invoice Charges

Rate Line Items										
Type	Label	Description	Code	Daily	Weekly	Monthly	Fixed	From	To	Action
IN		Parking Charge to Guest	PARK	2.00	0.00	0.00	0.00			Edit Del <input type="checkbox"/>
IN		Monthly Cleaning Charge	CLEAN	0.00	0.00	180.00	0.00	0000-00-00	0000-00-00	Edit Del <input type="checkbox"/>

- 9. All Added Rates can be Edited or Deleted from the property by clicking on the link
 ****ADD ALL CHARGES TO 'ONE' UNIT THAT PERTAIN TO ALL UNITS IN THAT CATEGORY 'FIRST'****
- 10. Once all charges are added to ONE unit COPY to or from all the other units

[Add a new rate detail record](#)

[Recalculate property rate totals from current rate details](#)

[\(select\)](#)

[\(select\)](#)

**** DO THIS FIRST - IF CHARGES ARE ADDED LATER AND COPIED.....ALL CHARGES WILL COPY****



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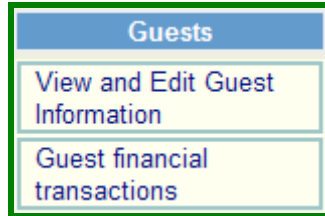
**Setting up a Master Expense List
for
Special Guest Charges**



Setting Up A “Master Expense List” for “Special Guest Charges”

Special Guest Charges belong to individual folios or reservations and do NOT attach to Properties. They are based on guest requests for custom items that require an invoice. The most efficient means of affecting this is to create a ‘Master Expense List’ from which to ‘select’ these charges.

1. Click on Guest Financial Transactions under the Guest Menu

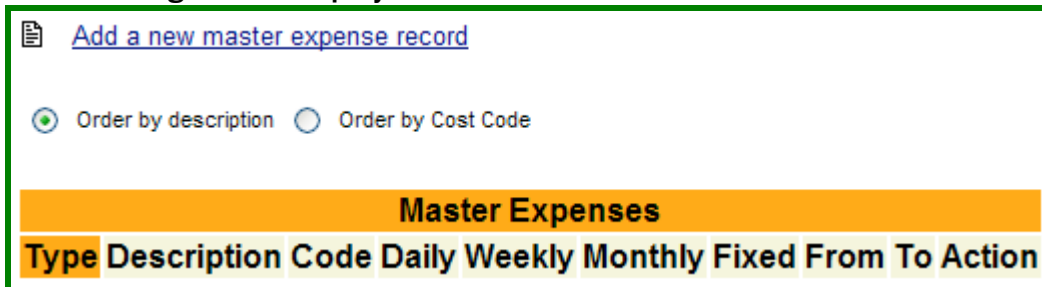


2. Click on the Master Expense List Link on the Guest Transaction Selection Page

Guest transactions selection page



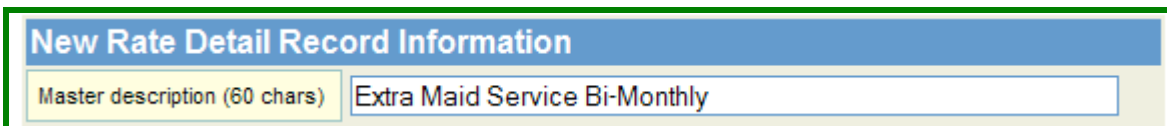
- a. The following screen displays



- b. Click on the link – “Add a new master expense record”

Rate Detail record entry page

1. The Rate detail entry page is **EXACTLY** the same as the Additional Property Rate
2. It operates **EXACTLY** the same as Additional Property Rates
2. The **ONLY** difference is the Description bar at the TOP.
3. Input a Description here to Display on the Guest Invoice





Setting Up A “Master Expense List” for “Special Guest Charges”

- 3. Set up your Master Expense using the same parameters for Property Rates
 - a. The defaults of ‘active’ ‘apply separately’ and ‘any billing’ remain in most cases
 - b. Check “Do Not Add to Rent” unless this charge is ALWAYS included in the rent

New Rate Detail Record Information	
Master description (60 chars)	Extra Maid Service Bi-Monthly
This rate item is active	<input checked="" type="checkbox"/>
Type	IN (Invoice) <input type="button" value="v"/>
Label	<input type="text"/> Guideline
Apply to (label)	<input type="text"/> (If you are not sure, leave this empty)
Apply separately	<input checked="" type="checkbox"/> (Do not accumulate the amounts into one total, but separate lines instead)
Valid from	05/20/2010 <input type="checkbox"/> (check to activate)
Valid to	05/20/2010 <input type="checkbox"/> (check to activate)
Yearly recurrent period	<input type="checkbox"/>
Charge mode	<input checked="" type="radio"/> Any billing <input type="radio"/> Initial billing <input type="radio"/> Final billing
Minimal stay length	<input type="text"/>
Maximal stay length	<input type="text"/>
Active until	<input type="text"/> days (from begin date)
Activate after	<input type="text"/> days (from begin date)
Do not add to rent	<input checked="" type="radio"/>
Add to rent (A)	<input type="radio"/> (Add amount to rent without a separate line)
Add to rent (B)	<input type="radio"/> (Add amount to rent with a separate line)
Hide from master	<input type="checkbox"/>
Hide from client	<input type="checkbox"/>
Create a comment line	<input type="checkbox"/>
Description (40 chars)	Maid Service by Monthly
Cost Code	IN.053600 (Concierge Svcs Income) <input type="button" value="v"/>
Vendor (revenue only)	<input type="text"/> (select)

- c. Make sure to select the Correct Cost Code for financial reporting

****As stated In Property Rate set up many Items here will be explained in ‘Advanced Features’****



Setting Up A “Master Expense List” for “Special Guest Charges”

- d. The Second Half of Rate set up is again to determine Charges by currency or percentage

Rate information (currency)

Daily (xxxx.yy)	<input type="text"/>	(for daily reservations)
Weekly (xxxx.yy)	<input type="text"/>	(for weekly reservations)
Monthly (xxxx.yy)	125	(for monthly reservations)
Fixed (xxxx.yy)	<input type="text"/>	(set type to IX or RX!)

Rate information (percentage) - used if non-zero

Daily (xx.yy)(%)	<input type="text"/>	
Weekly (xx.yy)(%)	<input type="text"/>	
Monthly (xx.yy)(%)	<input type="text"/>	
Fixed (xx.yy)(%)	<input type="text"/>	(set type to IX or RX!)

Special rate information

Non-prorated monthly fee

Tax/Markup/Discount information

Rate (percentage)	3	
Description (40 chars)	GST/HST Payable	
Cost code	IN.021210 (GST/HST Payable) ▼	
Vendor (revenue only)	<input type="text"/> (select)	
Create a separate line	<input checked="" type="checkbox"/>	

1. Remember to put the charge in Monthly unless it is a daily rate
 2. If there is Tax on this charge fill in the percentage rate & correct cost code
 3. Make sure to CHECK “Create a separate line” if not included ‘IN’ the charge
- e. Again is the charge is NOT to be prorated based on days occupied
1. Use Non-prorated monthly fee
 2. Make sure to Check the Box!
- f. Click on “Add rate Detail Record to enter into the system



Setting Up A “Master Expense List” for “Special Guest Charges”

4. Master Expenses entered will display in a list for editing, deleting and Copying to Guest Folios

[Add a new master expense record](#)

Order by description Order by Cost Code

Master Expenses									
Type	Description	Code	Daily	Weekly	Monthly	Fixed	From	To	Action
IN	10% Volume Discount (Owned Unit)	051110	-10.0000%	-10.0000%	-10.0000%				Edit Del <input type="checkbox"/>
IN	2nd Parking Space Nightly	051300	6.00						Edit Del <input type="checkbox"/>
IN	2nd TV Rental	053600			50.00				Edit Del <input type="checkbox"/>
IN	7.5% Volume Discount (Leased)	051120	-7.5000%	-7.5000%	-7.5000%				Edit Del <input type="checkbox"/>
IN	A/C Rental	053600			150.00				Edit Del <input type="checkbox"/>
IN	Barbeque Rental Monthly	053600			50.00				Edit Del <input type="checkbox"/>
IX	Barbeque Rental Single Charge \$50.00	053600				50.00			Edit Del <input type="checkbox"/>
IX	Cancellation Fee	054300				0.00			Edit Del <input type="checkbox"/>
IN	Cot Rental	053600			90.00				Edit Del <input type="checkbox"/>
IN	Cot Rental	053600	10.00						Edit Del <input type="checkbox"/>
IN	Playpen Style Crib Rental	053600			45.00				Edit Del <input type="checkbox"/>
IN	Playpen Style Crib Rental	053600	10.00						Edit Del <input type="checkbox"/>
IX	Damage Fee	053800				0.00			Edit Del <input type="checkbox"/>
IX	Delivery Charge	053400				20.00			Edit Del <input type="checkbox"/>
IN	Digital/Movie Choice Packages	053200			0.00				Edit Del <input type="checkbox"/>
IN	Fitness Pass Monthly	053600			50.00				Edit Del <input type="checkbox"/>

- a. Expenses with the 'IX' Type are for ONE TIME Charges only – like Pet Deposits
- b. The 'IN' Type will calculate every month automatically in your guest invoices

5. Set up as many charges in advance as possible

- a. There is NO limit to the number of items in the Master Expense List
- b. They can be added, edited or deleted at any time

6. Discounts and Referral Fees

- a. Special Guest Rates also operates discounts on reservations
- b. Use the Above form and simply put a 'minus' sign in front of the currency or percentage
- c. Aaxsys will calculate the discount to the guest as a separate line item on the invoice
- d. These can be a One time fee: 'IX' or deducted on going monthly 'IN'

7. Special Guest Charges are selected for the Master Expense List & copied into folios instantly