Advanced Lodging Management Software

v.2.23

User Manual

Content

Introduction

The following manual seeks the target to provide the user useful knowledge and the ability to control all options offered by JCL Hotel, in a short period of time. To do this, it has a specific structure where are explained all the software options with images and supported with practical examples to help you follow the instructions step by step and interactively.

JCL Hotel is an application that lets you manage all the information generated in a rented house, cottage, hostel, motel or small and medium hotel (reservations, stays, clients, guests, services, rates, expenses, incomes, cash counts, invoices, money collections, currency exchange rates, check in/out previsions, rooms) quickly and efficiently.

General Terms

Check-in: In the system, this expression is used to confirm that a client is checked into the hotel, allowing instantly a reservation previously made become in a stay.

Check-out: In the system, this expression is used to confirm that a client left the hotel, allowing a stay be marked as over.

Room Locking: State a room has in the system, which prevents it from being used for regular functions in a range of time.

Business Source: Refers to websites, companies or individuals who are promoting the lodging establishments, responsible for handling the reservation in the name of the client.

Commission: Money the hotel delivers to the business source that handles the booking, for overnight stays.

Tax: Money given by the client to the tenant over the assigned rate for a specific service.

Service: Lodging Offers (Diet) which is associated to a room type.

Season: Groups different Rates per periods of time in the system.

Rate: Amount of money associated with a particular service.

Extra Service: Service (not lodging) available at the hotel to be added in reservations and stays, which will form part of final invoice.

Advance Payment: Payment concept made by client in the moment of making a reservation or before ending the stay at the hotel.

Invoice: Contains the payments made by client associated to stay's services in the hotel.
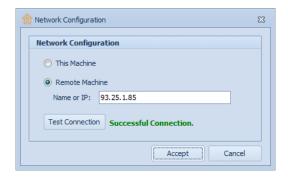
Payment: Amount of money given by client to create the invoice linked to the contracted services at the hotel.

Currency Exchange: Different currencies which the hotel works with and their currency exchange rates.

Currency Denominations: Definition of currency divisions which the hotel works with for its future use in the cash box closing action.

Network Configuration Window

After installing the software, when running for the first time only, it shows the network configuration window, which has 2 options: connection to the local computer, if in the installation process was selected to install the data server on the current computer and the option to connect to data located on a remote computer. In both cases you must check the connection to the data, so the system can run successfully this first time. If you choose to connect to a remote computer, you must specify the name or IP address of the computer where the data server is.

Activation Window
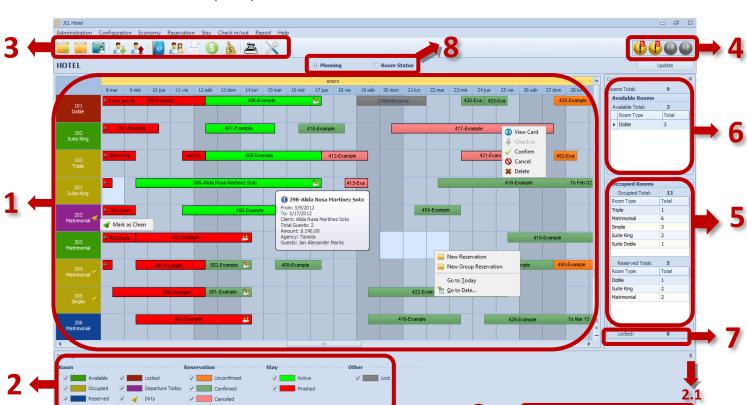
Next it shows the activation window, which has 3 options; while user not purchase the license on JCL Team Business Solutions website (http://jclteam.com), it will appear with the possibility user can evaluate the system with 100% of functionality, with the limitation that will be available only for 30 natural days. Once you purchase the license, restriction is removed and you can continue using the software with previous data possessed.

Main Screen

The main screen has nine key areas that provide information and perhaps, has the most important application functionality, which is the scheduling and lodging anticipation. This option refers to area **1**, to view graphically on a timeline, the schedule existing in the hotel, allowing the graphical representation with a colors legend and shapes to distinguish several key states as:

      ✓ Rooms (available, occupied, locked, reserved, departure today, dirty)
      ✓ Reservations (unconfirmed, confirmed, canceled)
      ✓ Stays (active, finished)

✓ Other (locks)

With just positioning the mouse over any element, it displays quickly and summarizes the most important data of it.

You can select in the planning view, many days for a room and make a new reservation with the advanced data of dates, room type and room number.

Right-clicking on items it contains, you can perform different actions described below according to the item type:

Rooms:
    Actions:
- **Mark as Clean/Dirty**

Unconfirmed Reservation:
    Actions:
- **View card**
- **Confirm:** Allows you to confirm the reservation.
- **Cancel reservation:** Allows you to cancel the reservation.
- **Delete Reservation:** Allows you to delete the reservation, deleting the associated payment/s.

Confirmed Reservation:
    Actions:
- **View card**
- **Check-in:** Allows you to confirm client's entry at the hotel, checks if room is dirty and alerts user about it.

- **Cancel reservation:** Allows you to cancel the reservation.
- **Delete Reservation:** Allows you to delete the reservation, deleting the associated payment/s.

Canceled Reservation:
　　Actions:
- **View card**
- **Confirm:** Allows you to confirm the reservation.
- **Delete Reservation:** Allows you to delete the reservation, deleting the associated payment/s.

Active Stay:
　　Actions:
- **View card**
- **Checkout:** Allows you to confirm client's exit from the hotel. The stay can't do check-out until all services are paid, corresponding the contracted services, sets room as dirty in the system.
- **Delete stay:** Allows you to delete the stay. You can't delete a stay that had paid the contracted services and these have been settled. If payments have not been settled then deletes associated invoices and payments.

Finished Stay:
　　Actions:
- **View card**
- **Delete stay:** Allows you to delete the stay. You can't delete a stay that had paid the contracted services and these have been settled. If payments have not been settled then deletes associated invoices and payments.

Lock:
　　Actions:
- **View card**
- **Delete:** Allows you to delete the lock.

Area **2** refers to filtering options and legend for understanding the schedule chart, which can be hidden by pressing **2.1,** user can also uncheck the different kinds of rooms status types, reservations, stays and locks, selection will be saved when you open the software again.

Area **3** has buttons to access the rest of the program most used functions.

New Reservation:

All Reservations:

All Stays:

Guests Check-in:

Guests Check-out:

Clients Record:

Guests:

Invoices Center:

Payments Center:

Commissions Center:

Close Cash Box:

Options:

Area **4** is made up an alert system (when you open the application, it shows some alerts for a few seconds at the bottom right of the screen) it remains active while the application is running, you can also permanently disable accessing **options menu**, alerts fires when it detects data corresponding to the following conditions:

- Stays did not check-out on time.
- Reservations did not check-in on time.
- Reservation automatically canceled because they weren't confirmed on time.
- Unconfirmed reservations expiring in the current day.

By clicking over any alert, it displays a list showing detailed information and through which, by right clicking on the items it contains, can do several actions as described below:

- **List of stays did not check out on time**

  Actions:
  - **View card**

- **Checkout:** Allows you to confirm client's exit from the hotel. The stay can't do check-out until all services are paid, corresponding the contracted services, sets room as dirty in the system.
        - **Delete stay:** Allows you to delete the stay. You can't delete a stay that had paid the contracted services and these have been settled. If payments have not been settled then deletes associated invoices and payments.
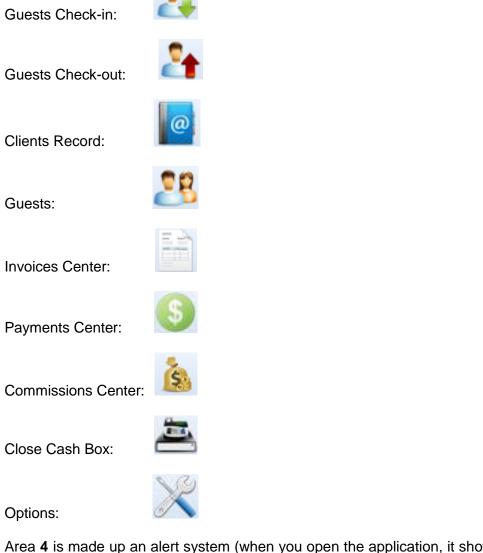- **List of reservations did not check in on time**

    Actions:
    - **View card**
    - **Check-in:** Allows you to confirm client's entry at the hotel, checks if room is dirty and alerts user about it.
    - **Cancel reservation:** Allows you to cancel the reservation.
    - **Delete Reservation:** Allows you to delete the reservation, deleting the associated payment/s.

- **List of reservations automatically canceled**

    Actions:
    - **View Card**
    - **Confirm:** Allows you to confirm the reservation.
    - **Delete Reservation:** Allows you to delete the reservation, deleting the associated payment/s.

- **List of reservations expire in the current day**

    Actions:
    - **View Card**
    - **Confirm:** Allows you to confirm the reservation.
    - **Check-in:** Allows you to confirm client's entry at the hotel, checks if room is dirty and alerts user about it.
    - **Cancel reservation:** Allows you to cancel the reservation.
    - **Delete Reservation:** Allows you to delete the reservation, deleting the associated payment/s.

Note: Some of the actions mentioned above may be disabled depending on the characteristics in reservations and stays.
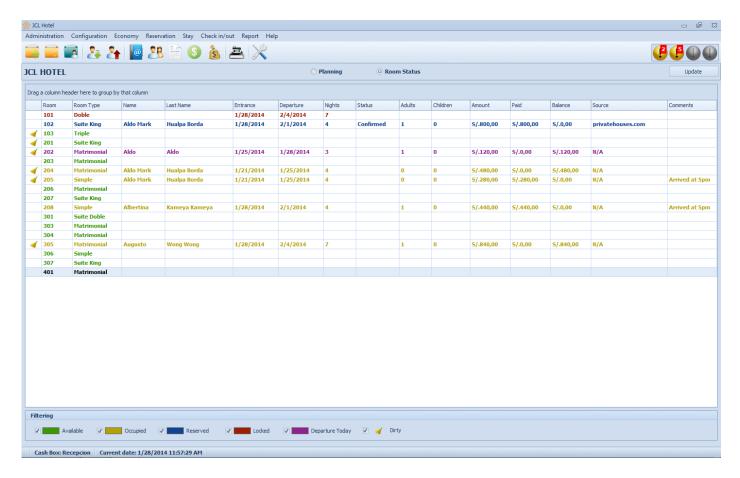
Area **5** shows the general occupancy level, detailing occupied and reserved rooms separated by type.

Area **6** indicates the number of available rooms, detailing available rooms separated by type.

Area **7** indicates the number of locked rooms.

Note: Areas 5, 6 and 7 can be hidden in a similar way like area 2.

Area **8** allows you to change the planning view to one where all hotel room status are showed for the current day, where you have information about hotel entries and exits as shown below.

Here you can also filter the information according to room status.

Right-clicking on the context menu we have the option to print the room list report as shown next:
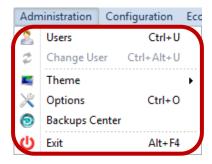
JCL Hotel
. . . pure luxury
No 45 Usuma Street, Mediterraneo, Nueva Esparta, Madrid, 999, Eslovenia
Registration No. 1: ISBN-83031527866
Phone: 084358 140 007 : E-mail: support@jclteam.com : Website: http://jclteam.com

| Print Date: | Wednesday, 23 April 2014 | | | | | **Room List [4/23/2014]** | | | | | | | |

Room	Room Type	Name	Last Name	Entrance	Departure	Nights	Status	Pax A/N	Amount	Paid	Balance	Source	Comments
304	Caledonian Bussiness Luxury Su	Ogazi	O	4/11/2014	4/17/2014	6	Occupied	1/0	$1.061.590,40	$100.000,00	$961.590,40	N/A	
305	Caledonian Bussiness Luxury Su	Chairman	Mr Aliyu	4/22/2014	4/23/2014	1	Departure Today	1/0	$60.000,00	$0,00	$60.000,00	N/A	
106	Caledonian Classic			4/23/2014	4/25/2014	2	Locked						
102	Caledonian Deluxe	FRED	BRIGHT	4/12/2014	4/14/2014	2	Occupied	1/0	$70.000,00	$35.000,00	$35.000,00	N/A	
103	Caledonian Deluxe	OKODUWA	MICHEAL	4/13/2014	4/15/2014	2	Occupied	1/0	$645.100,00	$38.300,00	$606.800,00	N/A	
104	Caledonian Deluxe						Available						
105	Caledonian Deluxe						Available						
107	Caledonian Deluxe	Zeof	Excluzioni	4/12/2014	4/17/2014	5	Occupied	1/0	$130.300,00	$50.000,00	$80.300,00	N/A	
109	Caledonian Deluxe	Collect	Odenigbo	4/21/2014	4/25/2014	4	Confirmed	1/0	$140.000,00	$0,00	$140.000,00	N/A	
110	Caledonian Deluxe						Available						
111	Caledonian Deluxe						Available						
201	Caledonian Deluxe						Available						
202	Caledonian Deluxe						Available						
204	Caledonian Deluxe						Available						
205	Caledonian Deluxe	FRANK	JACOB	4/14/2014	4/15/2014	1	Occupied	1/0	$108.600,00	$0,00	$108.600,00	N/A	
206	Caledonian Deluxe						Available						
208	Caledonian Deluxe						Available						

Area **9** allows you to change the number of days of the month shown in the planning view.

Main Menu Options

Administration
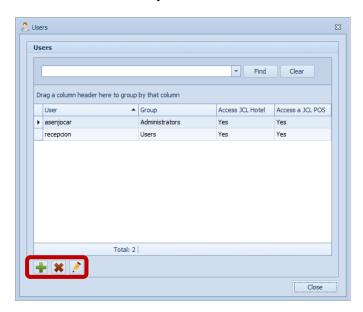
Users

This option allows you to manage the system user information, to access it go to main menu **Administration/Users**.

Note: This option is only available for **Administrators** group users.

"Administrators" group users will have access to 100% of software functionality, while the "Users" group users will have access to the hotel operational functions, but they don't have access to those that JCL Hotel consider as administrative functions.

Below is a window with the list of system users.

From this list, using the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add user:**
    To create users press the **New User** button, then displays a window allowing you to specify the required data.

- **Edit user:**
  To edit double-click on a user from the list or select it and press the ***Edit User*** button*,* a window will be displayed allowing you to modify the data.

- **Delete user:**
  To delete a user, select it from the list and press ***Delete User*** button or right-click on it and choose **Delete** option*.*
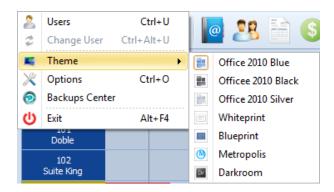
If you delete the last user from the list, the system warns you: login option won't be available while opening the system, if you continue, this option is automatically disabled.

Change user

This option allows you to close the current session and login with another user to the system without having to close the software and reopen it again.

Theme
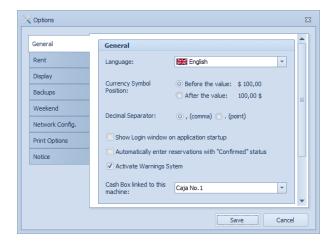
Now JCL Hotel is even more customizable and allows changing the visual user interface of your preference.
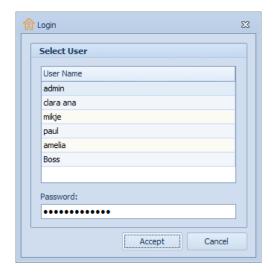
Options

- **General**

In this tab allows you to configure **8** system features in general section, as shown below:

1. The application is now able to change language, now has the Spanish version. To apply the language change, user must restart JCL Hotel.

2. Establish position of currency symbol, before or after the value.

3. Establish decimal separator symbol (comma or point).

4. To activate the "Show the login window while opening the application" option, you need to have at least 1 user added to the system.
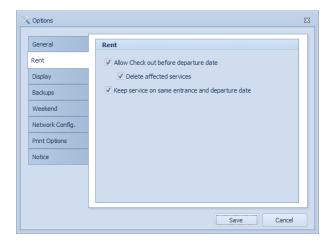
5. Allows you to insert reservations with status "confirmed" automatically into the system.

6. Allows you to activate or disable the alerts system of the hotel operations in the main screen.

7. Select cash box linked to this pc, to operate the money in the system.

8. Set the system's invoice identifier in a custom way, being able to set a prefix and the consecutive number of them.

- **Rent**

In this tab 3 very important options related to rental, which determine the use of the system, are configured:

1. The system allows or not to perform or check-out of stays before departure date arrives, shrinking the stay, making the necessary adjustments of the general parameters automatically.

   1.1 Eliminate or not "lodging" services affected by the cut automatically.

2. Maintain or not the service "lodging" when the entry and exit is the same.
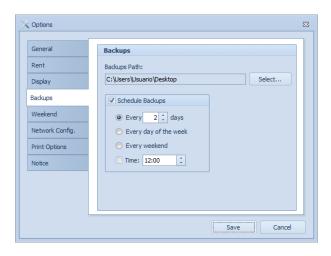
- **Display**

This window allows you to set some configurations in system's user interface for the proper operation of the working process of it.

1- Alert message when you check-in and no payments have been made in the reservation previously.
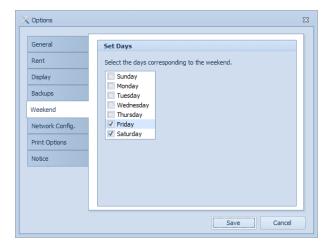
- **Backups**

1. In the backup copies part you can set the path in the system, where will be saved and restored the backups made with the system data.

2. Also, in this part you can set a schedule in your PC, to execute the creation of a backup copy of data with specific frequency and automatically.
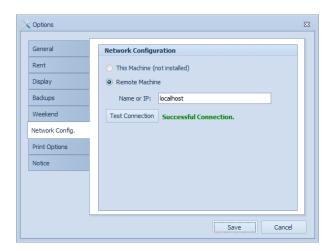
- **Weekend**

The weekend tab is used to determine which days of the week correspond to the weekend, to have them automatically in the system when creating rates, which can be for: (weekdays and weekend). This configuration is revealed in planning chart.

- **Network Configuration**
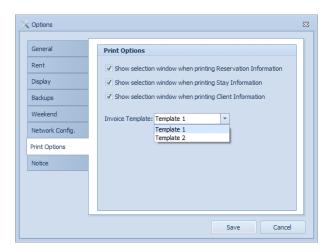
The network settings tab, which has 2 options: connection to local computer if in the installation process was selected to install the data server on the current computer and the option to connect to data located on a remote computer. In both cases you must check the data connection to the system, so configuration can be

saved correctly. If you choose to connect to a remote computer you must specify the name or IP address of the computer where the data server is.

- **Print Options**

In this tab you can configure if print options screens are activated or not when you are going to print reservations, stays and client's card respectively.

Is also selected the invoice template (format) with which you want to work in the system at the moment of display it on screen and print it.

- **Notice**
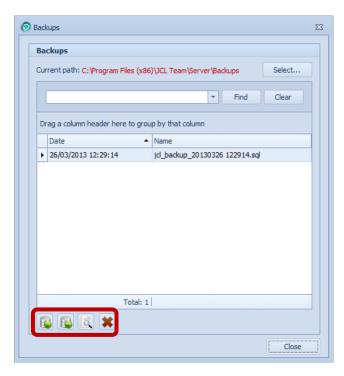
In this tab you can establish the advisory messages that will form part of the reports Registration Form, Invoice and Group Invoice, that will be present when they are printed.

Backup Copies

This option allows you to manage the system backup copies, to access it go to main menu **Administration/Backups Center**.

Below is a window with the list of system backup copies.
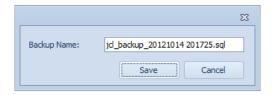
From this list, using the buttons located at the bottom left of the screen, you can perform the following actions:
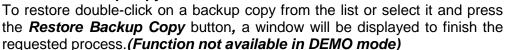
- **Create Backup copy:**
  To create a backup copy press the **Create Backup Copy** *button*, then displays a window allowing you to specify the required data.

- **Restore Backup copy:**

  To restore double-click on a backup copy from the list or select it and press the ***Restore Backup Copy*** button***,*** a window will be displayed to finish the requested process.***(Function not available in DEMO mode)***

- **Restore backup copy from:**

  To restore a backup copy from a file double-click on "restore from file" button***,*** select it and press ***Open*** button***,*** a window will be displayed to finish the requested process.***(Function not available in DEMO mode)***

  System will only restore file if version of data saved previously matches the system version where data will be restored.

- **Delete Backup copy:**
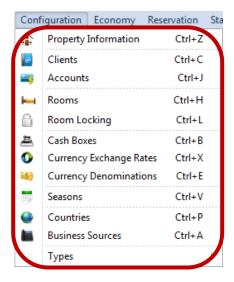
  To delete a backup copy, select it from the list and press ***Delete Backup copy*** button or right-click on it and choose **Delete** option***.***

Exit

This option makes possible to close ***JCL Hotel***, to access it go to main menu **Administration/Exit**.
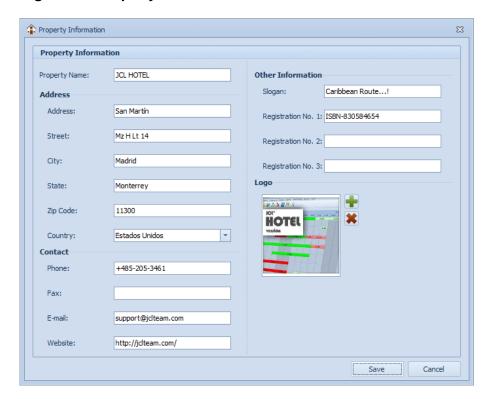
Configuration

The configuration menu and its options is the first place to interact with the software to configure and assemble the characteristics of each hotel, hostel, motel or house for rent. Below are detailed each of these functions. Once you have all set to the size you need, you can start the "productive" part, consisting on reservations, stays, services, invoices, advance payments, money collections, currency exchange rates, statistics, reports and operation results of your lodging establishment.

Property Information

It's allowed to introduce all the contact information of the hotel, which will be reproduced as head of all reports later in JCL Hotel, to access it, go to **Configuration/Property Information** menu.
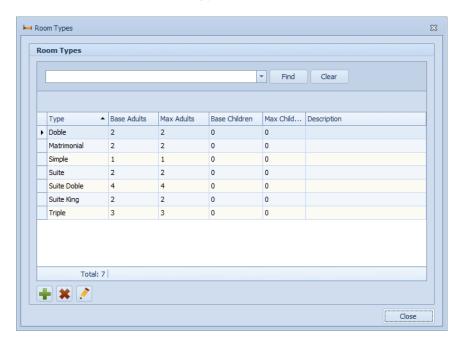
Room Types, Rooms, Seasons, Rate types, Cash Boxes, Currency Exchange Rates and Currency Denominations are essential to configure them to continue the interaction with the software successfully.

Here are the steps how to configure your software successfully in its initial stage:

1- Add to the system the "Room Types" will have your lodging establishment.

This option allows you to manage the information about hotel room types, to access it, go to main menu **Configuration/Types/Room types**.

Next is a window with the room types list.
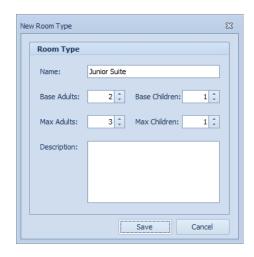
From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add room type:**
  To create a room type press the **New Room Type** button, next a window will appear allowing you to specify the required data.

When you add a room type in the system, it automatically creates the rates for each room type for each rate type defined in the system, for each existing season and day (weekdays and weekends), for example: There are 3 room types, 5 rate types and 2 seasons, what would be 3 x 5 x 2 x 2 equal to a total of 60 rates, which are explained later in this manual.
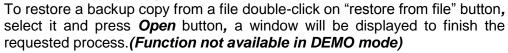
- **Edit room type:**
  To edit double-click on a room type from the list or select it and press the **Edit room type** button*,* a window will be displayed allowing you to modify the data.

  - **Delete room type:**
  To delete select a room type from the list and press the **Delete room type** button or right-click on it and choose **delete** option.

  When you delete a room type in the system, it automatically deletes the rates for each room type for each rate type defined in the system, for each existing season and day (weekdays and weekends), for example: There are 3 room types, 5 rate types and 2 seasons, what would be 3 x 5 x 2 x 2 equal to a total of 60 rates, which are explained later in this manual.

2- **Add to the system the "Rooms" will compose your lodging establishment, choosing the room type for each room.**

This option allows you to manage the information about hotel rooms, to access it go to main menu **Configuration/Rooms.**

Note: This option is only available for **Administrators** group users.

Below is a window with the list of hotel rooms.

Once stays do check-out, rooms are set automatically as dirty, as shown in previous image, with an icon on left side of list. The "dirty" state don't prevent of doing check-in on a room, although the system always alters about this situation.
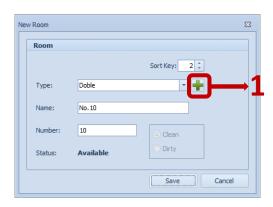
It is also the position (order) in which each room will be presented in the interactive planner, option very useful as you can sort them by type or by the criteria you require.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add room:**
  To create a room press the **New Room** button, next a window will appear allowing you to specify the required data.

From this window:

✓ Pushing button **1** you can create a new room type, view **Main Menu Options** section: **Configuration/Types/Room Types/New Room Type**.

- **Edit room:**
  To edit double-click on a room from the list or select it and press the **Edit room** button, a window will be displayed allowing you to modify the data. Here the important thing is that you can set as clean and/or dirty the room.

- **Delete room:**
  To delete select a room from the list and press the **Delete room** button or right-click on it and choose **Delete** option.

3- Add each one of the lodging "Rate Types" that will provide the hotel.

This option allows you to manage information about the rate types offered at the hotel, to access it go to main menu **Settings/Types/Rate Types**.

Note: This option is only available for users who belong to the Administrators group.

Next is a window with the hotel rate types list.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add rate type:**
  To create a rate type press the **new rate type** button, next a window will appear allowing you to specify the required data.

When you add a rate type in the system, it automatically creates the rates for each room type for each rate type defined in the system, for each existing season and day (weekdays and weekends), for example: There are 3 room types, 5 rate types and 2 seasons, what would be 3 x 5 x 2 x 2 equal to a total of 60 rates, which are explained later in this manual.

- **Edit rate type:**

  To edit double-click on a rate type from the list or select it and press the **Edit rate type** button, a window will be displayed allowing you to modify the data.

- **Delete rate type:**

  To delete select a rate type from the list and press the **Delete rate type** button or right-click on it and choose **Delete** option.
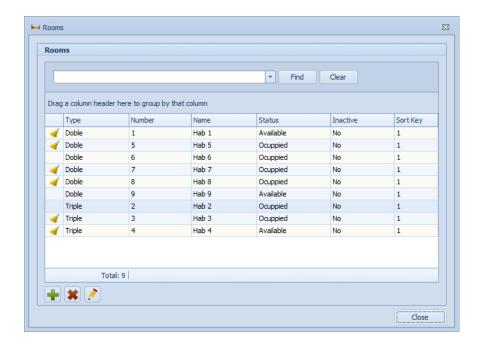
When you delete a room type in the system, it automatically deletes the rates for each room type for each rate type defined in the system, for each existing season and day (weekdays and weekends), for example: There are 3 room types, 5 rate types and 2 seasons, what would be 3 x 5 x 2 x 2 equal to a total of 60 rates, which are explained later in this manual.

4- Add each one of the "Extra services" type that will provide the hotel.

This option allows you to manage information about the extra service types offered at the hotel, to access it go to main menu **Settings/Types/Extra Service Types**.

Note: This option is only available for users who belong to the Administrators group.

Next is a window with the hotel extra service types list.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add extra service type:**

  To create an extra service type press the **New extra service type** button, next a window will appear allowing you to specify the required data.

- **Edit extra service type:**

  To edit double-click on an extra service type from the list or select it and press the **Edit extra service type** button, a window will be displayed allowing you to modify the data.

- **Delete extra service type:**
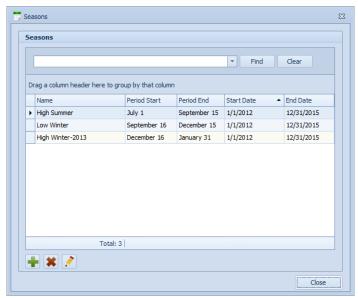
  To delete select an extra service type from the list and press the **Delete extra service type** button or right-click on it and choose **Delete** option.

5- Add each one of the "Seasons" available in the hotel for its operation.

This option allows you to manage information about the seasons offered at the hotel, to access it go to main menu **Settings/Seasons**.

Note: This option is only available for users who belong to the Administrators group.

Next is a window with the hotel seasons list.
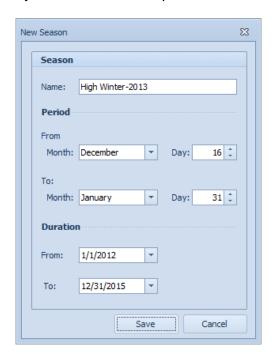
From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add season:**

  To create a season press the **New season** button, next a window will appear allowing you to specify the required data.

  Period corresponds to the months when the season will be active within the duration time so you do not have to repeat the season every year.

When you add a season into the system, it automatically creates the rates for each room type for each rate type defined in the system, for each existing season and day (weekdays and weekends), for example: There are 3 room types, 5 rate types and 2 seasons, what would be 3 x 5 x 2 x 2 equal to a total of 60 rates, which are explained later in this manual.

- **Edit season:**

To edit double-click on a season from the list or select it and press the **Edit season** button, a window will be displayed allowing you to modify the data.

- **Delete season:**

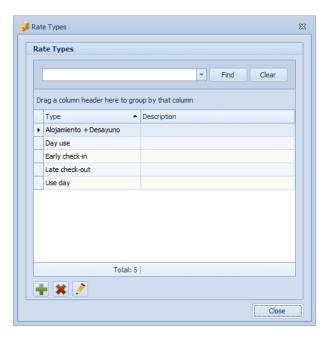To delete select a season from the list and press the **Delete season** button or right-click on it and choose **Delete** option.
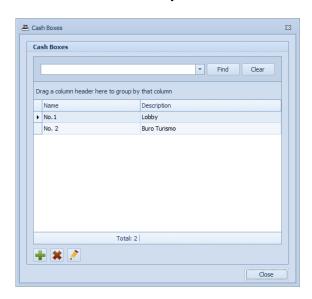
When you delete a season in the system, it automatically deletes the rates for each room type for each rate type defined in the system, for each existing season and day (weekdays and weekends), for example: There are 3 room types, 5 rate types and 2 seasons, what would be 3 x 5 x 2 x 2 equal to a total of 60 rates, which are explained later in this manual.

6- Cash Boxes

This option allows you to manage the information about the cash boxes existing in the hotel the system works with, to access it go to **Configuration/Cash Boxes** menu.

While no cash box is linked to the pc running the system, it doesn't allow money transactions; also you can't do money collections, invoices, advance payments or payment to business sources.

Next it's a window with cash box list existing in the hotel and its respective exchange rate and also a main currency check mark between them.
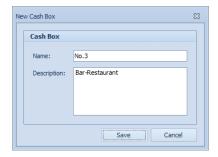
From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add new cash box:**

  To create a cash box press the *new cash box* button, next a window will appear allowing you to specify the required data.

- **Edit cash box:**

  To edit double-click on a cash box from the list or select it and press the *Edit cash box* button, a window will be displayed allowing you to modify the data.

- **Delete cash box:**
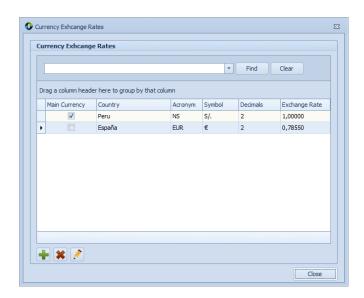
  To delete select cash box from the list and press *Delete cash box* button or right-click on it and choose *Delete* option.

7- Configure the Currency Exchange Rates of the hotel system.

This option allows you to manage the information about the currency exchange rates the hotel works with, also can be updated frequently for a higher accuracy in money exchanges, to access it go to **Configuration/Currency Exchange Rates** menu.

While no currency is added to the system, it will adopt a symbol by default for the information related with money; also you can't do money collections, invoices or advance payments.

Next it's a window with the currency exchange rate list existing in the hotel and its respective exchange rate and also a main currency check mark between them.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add new exchange rate:**
  To create an exchange rate press the ***new exchange rate*** button, next a window will appear allowing you to specify the required data.

- **Edit exchange rate:**
  To edit double-click on an exchange rate from the list or select it and press the ***Edit exchange rate*** button, a window will be displayed allowing you to modify the data.

- **Delete exchange rate:**
 To delete select an exchange rate from the list and press ***Delete exchange rate*** button or right-click on it and choose ***Delete*** option.

8- Establish the Currency Denominations for the different foreign exchange existing in the system for its later use in the "Close Cash Box" action.

This option allows you to manage the information about the currency denominations of the foreign exchange which the hotel works with, also can be updated frequently for a higher accuracy in money procedures, to access it go to **Configuration/Currency Denominations** menu.

While no currency denomination is added to the system, you can't settle the money existing in the hotel cash box.

Next is a window with the currency denominations list established in the hotel for the foreign exchange which the hotel works with.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add new currency denomination:**
  To create a currency denomination press the *new currency denomination* button, next a window will appear allowing you to specify the required data.

- **Edit currency denomination:**
  To edit double-click on a currency denomination from the list or select it and press the *Edit currency denomination* button, a window will be displayed allowing you to modify the data.

- **Delete currency denomination:**

  To delete select a currency denomination from the list and press *Delete currency denomination* button or right-click on it and choose *Delete* option.

Now we are ready to continue using the system at maximum of it possibilities.

Here are some interesting details:

1- **Room type** can also be called for its creation when adding a new room.

2- The **"Client Type"** can be called for its creation when adding a new client.
   This option allows you to manage the information about client types presented by hotel (Normal, VIP, Honey Moon, etc.), to access it go to main menu **Configuration/Types/Client types**.

   Next is a window with the client types list.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add client type:**

  To create a client type press the *new client type* button, next a window will appear allowing you to specify the required data.

- **Edit client type:**

  To edit double-click on a client type from the list or select it and press the *Edit client type* button, a window will be displayed allowing you to modify the data.

- **Delete client type:**

  To delete select a client type from the list and press *Delete client type* button or right-click on it and choose *delete* option.

3- The **"Client Tittle"** can be called for its creation when adding a new client.

This option allows you to manage the information about client tittles the system has (Mr., Mrs., Professor, etc.), to access it go to main menu **Configuration/Types/Client Tittles**.

Next is a window with the client tittles list.
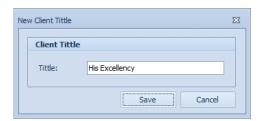

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add client tittle:**

  To create a client tittle press the *new client tittle* button, next a window will appear allowing you to specify the required data.

- **Edit client tittle:**

  To edit double-click on a client tittle from the list or select it and press the *Edit client tittle* button, a window will be displayed allowing you to modify the data.

- **Delete client tittle:**
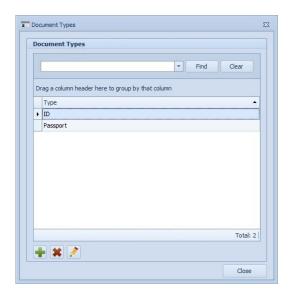
  To delete select a client tittle from the list and press *Delete client tittle* button or right-click on it and choose *delete* option.

4- The **"Document Type"** can be called for its creation when adding a new client.

   This option allows you to manage the information about document types presented by hotel guests (Passport, Id, etc.), to access it go to main menu **Configuration/Types/Document types**.

   Next is a window with the document types list.
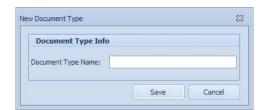
   From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add document type:**

  To create a document type press the *new document type* button, next a window will appear allowing you to specify the required data.

- **Edit document type:**

  To edit double-click on a document type from the list or select it and press the *Edit document type* button, a window will be displayed allowing you to modify the data.
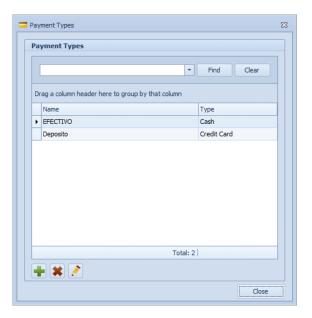
- **Delete document type:**

  To delete select a document type from the list and press *Delete document type* button or right-click on it and choose *delete* option.

5- The **"Payment Type"** can be called for its creation when adding a new advance payment or adding a new invoice into the system.

   This option allows you to manage the information about the payment types which clients will do at the hotel (cash, credit card, check, etc.), to access it go to **Configuration/Types/Payment Types** menu.

   Next is a window with the payment types list.

   From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add payment type:**

  To create a payment type press the *new payment type* button, next a window will appear allowing you to specify the required data.

Here the system requires that the first payment type is "Cash" and only is supported one payment type "Cash".

- **Edit payment type:**
  To edit double-click on a payment type from the list or select it and press the *Edit payment type* button, a window will be displayed allowing you to modify the data.
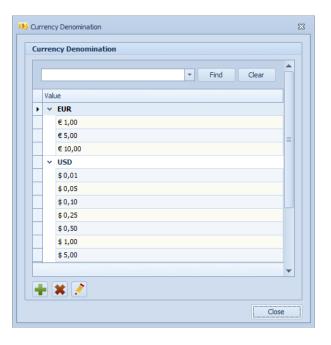
- **Delete payment type:**
  To delete select a payment type from the list and press *Delete payment type* button or right-click on it and choose *delete* option.

6- The **"Account Type"** can be called for its creation when adding a new account into the system.

This option allows you to manage the information about the account types the system will have, to access it go to **Configuration/Types/Account Types** menu.

Next is a window with the account types list.
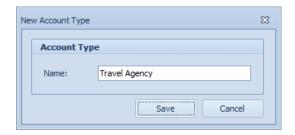
From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add account type:**

  To create an account type press the *new account type* button, next a window will appear allowing you to specify the required data.

- **Edit account type:**

  To edit double-click on an account type from the list or select it and press the *Edit account type* button, a window will be displayed allowing you to modify the data.
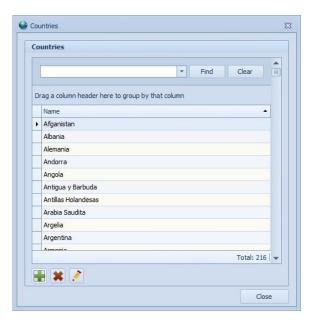
- **Delete account type:**

  To delete select an account type from the list and press *Delete account type* button or right-click on it and choose *delete* option.
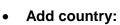
7- The **Country** can be called for its creation when adding a new client or a new currency exchange rate.

  This option allows you to manage the information about countries of origin of hotel guests, to access it, go to main menu **Configuration/Countries**.

  Next is a window with the countries list.
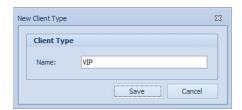
  From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add country:**
  To create a country press the *New Country* button, next a window will appear allowing you to specify the required data.

- **Edit country:**
  To edit double-click on a country from the list or select it and press the *Edit country* button, a window will be displayed allowing you to modify the data.

- **Delete country:**
  To delete, select a country from the list and press the *Delete country* button or right-click on it and choose *Delete* option.

8- The **"Business Source Type"** can be called for its creation when adding a new business source into the system.

   This option allows you to manage the information about the business source types the system will have, to access it go to **Configuration/Types/Business Source Types** menu.

   Next is a window with the business source types list.
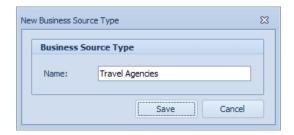
   From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add business source type:**

To create a business source type press the ***new business source type*** button, next a window will appear allowing you to specify the required data.

- **Edit business source type:**

To edit double-click on a business source type from the list or select it and press the ***Edit* business source *type*** button, a window will be displayed allowing you to modify the data.
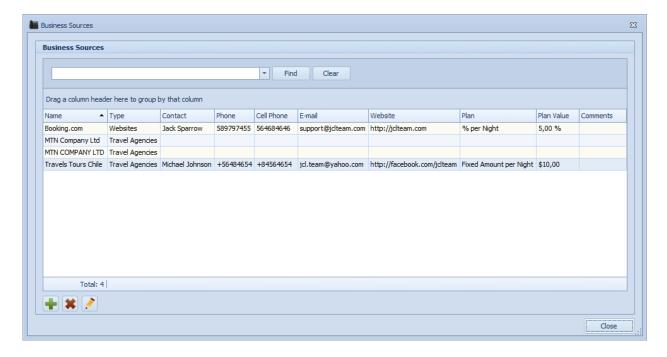
- **Delete business source type:**

To delete select a business source type from the list and press ***Delete* business source *type*** button or right-click on it and choose ***delete*** option.

9- The **Business Source** can be called for its creation when adding a new reservation, on reservation card and/or stay card.

This option allows you to manage the information about business sources trough which clients can make reservations, to access it, go to main menu **Configuration/Business Sources**.

Next is a window with business sources list.

| Name	Type	Contact	Phone	Cell Phone	E-mail	Website	Plan	Plan Value	Comments
Booking.com	Websites	Jack Sparrow	589797455	564684646	support@jclteam.com	http://jclteam.com	% per Night	5,00 %	
MTN Company Ltd	Travel Agencies								
MTN COMPANY LTD	Travel Agencies								
Travels Tours Chile	Travel Agencies	Michael Johnson	+56484654	+84564654	jcl.team@yahoo.com	http://facebook.com/jclteam	Fixed Amount per Night	$10,00	

Total: 4

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add business source:**

  To create a business source press the ***new* business source** button, next a window will appear allowing you to specify the required data. At this time you can create also a money account in the system, which will be linked to this business source.
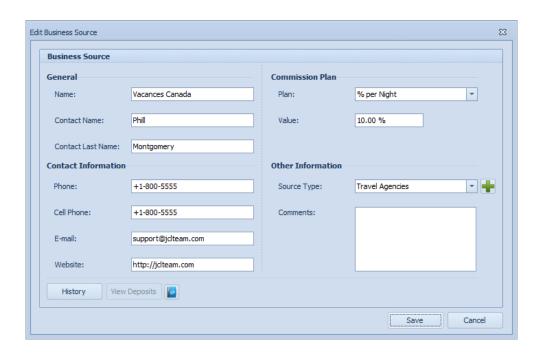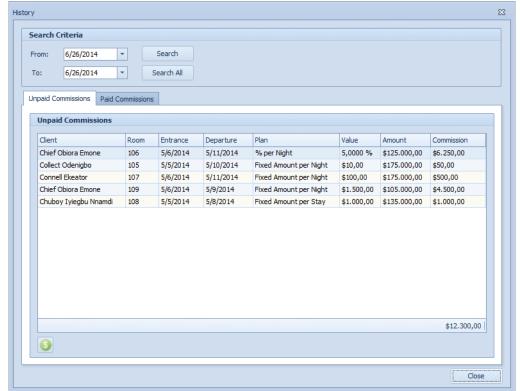
The important thing here is that you will select a default commission plan, which will be paid to the business source for handling the stay of customers.

- **Edit business source:**
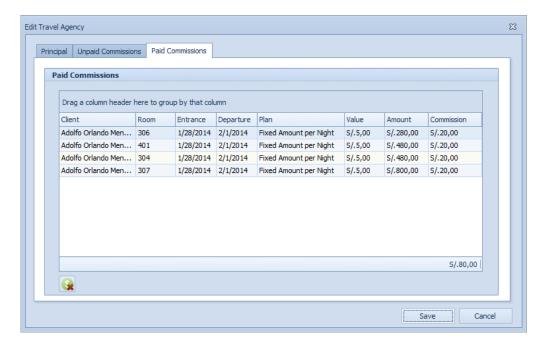
  To edit double-click on a business source from the list or select it and press the ***Edit* business source** button, a window will be displayed allowing you to modify the data, access to history where you can view the commissions paid and unpaid for the selected business source, also assign an account to it and view the related deposits.

Edit Business Source

Business Source

General

Name:	Vacances Canada
Contact Name:	Phill
Contact Last Name:	Montgomery

Contact Information

Phone:	+1-800-5555
Cell Phone:	+1-800-5555
E-mail:	support@jclteam.com
Website:	http://jclteam.com

Commission Plan

Plan:	% per Night
Value:	10.00 %

Other Information

Source Type:	Travel Agencies
Comments:	

History   View Deposits

Save   Cancel

History

Search Criteria

From: 6/26/2014   Search

To: 6/26/2014   Search All

Unpaid Commissions | Paid Commissions

Unpaid Commissions

Client	Room	Entrance	Departure	Plan	Value	Amount	Commission
Chief Obiora Emone	106	5/6/2014	5/11/2014	% per Night	5,0000 %	$125.000,00	$6.250,00
Collect Odenigbo	105	5/5/2014	5/10/2014	Fixed Amount per Night	$10,00	$175.000,00	$50,00
Connell Ekeator	107	5/6/2014	5/11/2014	Fixed Amount per Night	$100,00	$175.000,00	$500,00
Chief Obiora Emone	109	5/6/2014	5/9/2014	Fixed Amount per Night	$1.500,00	$105.000,00	$4.500,00
Chuboy Iyiegbu Nnamdi	108	5/5/2014	5/8/2014	Fixed Amount per Stay	$1.000,00	$135.000,00	$1.000,00

$12.300,00

Close

Here put as "paid" commissions pressing the button:

Here put as "unpaid" commissions pressing the button:
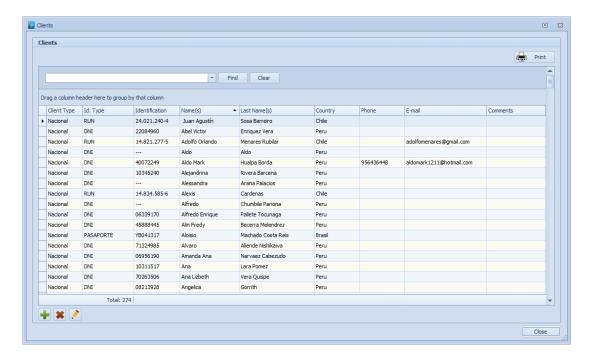
Pressing assign account button you can assign an account to the business source.

- **Delete business source:**
  To delete, select a business source from the list and press the ***Delete business source*** button or right-click on it and choose ***Delete*** option.

10- The **Client** can be called for its creation when adding a new reservation and/or stay.

This option allows you to manage the information about hotel clients, to access it, go to main menu **Configuration/Clients.**

Next is a window with the hotel clients list.
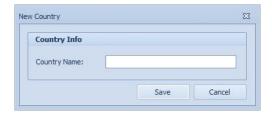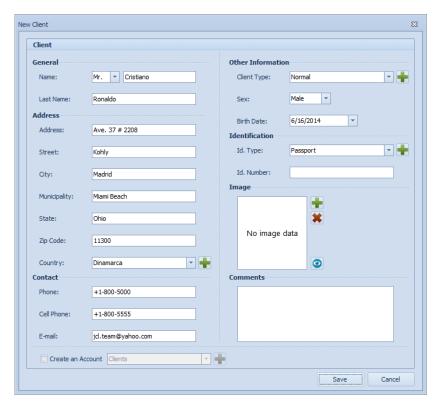

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add client:**

  To create a client press the ***New Client*** button, next a window will appear allowing you to specify the required data. Fields that have an , are mandatory when trying to save, so it's necessary to specify them. At this time you can create also a money account in the system, which will be linked to this client.

- **Edit client:**

  To edit double-click on a client from the list or select it and press the ***Edit client*** button, a window will be displayed allowing you to modify the data, watch client's attached documents, the history where you can view reservation/s, stay/s, payment/s, invoice/s recorded to this client in the hotel system, assign an account to client, also you can print a customizable report of this client, as shown below. Fields that have an , are mandatory when trying to save, so it's necessary to specify them.
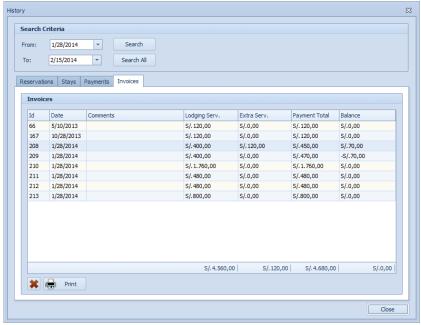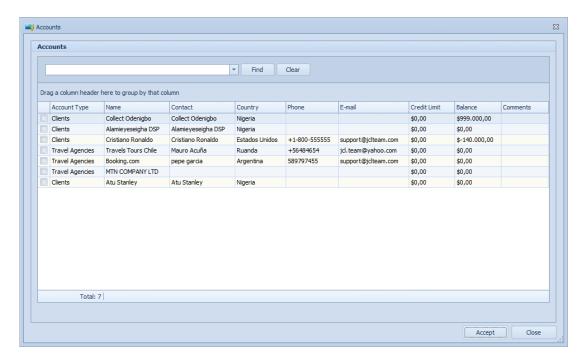
Pressing assign account button you can assign an account to client.

As shown next, this option allows to obtain a detailed report from a client card in the hotel system.

A window is shown where you can watch the mentioned report and will have all the print common options, and will be able to save it in several digital formats also. This window is generated starting from **print** button on previous window.

When **print** button is pressed on client's card, the print options window appears, to specify all the data will be available as part of the report as shown next:

JCL HOTEL

Caribbean Route...!

San Martín, Mz H Lt 14, Madrid, Monterrey, 11300, Estados Unidos
Registration No. 1: ISBN-830584654
Phone: +485-205-3461 : E-mail: support@jclteam.com : Website: http://jclteam.com/

Client Information

General		Other Information	
Name	Adolfo Orlando	**Client Type**	Nacional
Last Name	Menares Rubilar	**Sex**	Male
Address		**Birth Date**	4/2/1975
Address		**Identification**	
Street		**Id. Type**	RUN
City		**Id. Number**	14.821.277-5
Municipality		**Contact**	
State		**Phone**	
Zip Code		**Cell Phone**	
Country	Chile	**E-mail**	adolfomenares@gmail.com
Comments			

Reservation History

Id	Room	Room Type	Entrance	Departure	Status	Check in	Amount	Payment	Balance
270	306	Simple	1/28/2014	2/1/2014	3	S	S/.280,00	S/.0,00	S/.280,00
271	401	Matrimonial	1/28/2014	2/1/2014	3	S	S/.480,00	S/.0,00	S/.480,00
272	304	Matrimonial	1/28/2014	2/1/2014	3	S	S/.480,00	S/.0,00	S/.480,00
273	307	Suite King	1/28/2014	2/1/2014	3	S	S/.800,00	S/.0,00	S/.800,00
Total:							S/.2.040,00	S/.0,00	S/.2.040,00

Stay History

Id	Room	Room Type	Entrance	Departure	Check out	Amount	Payment	Balance
210	306	Simple	1/28/2014	2/1/2014	N	S/.280,00	S/.0,00	S/.280,00
211	401	Matrimonial	1/28/2014	2/1/2014	N	S/.480,00	S/.0,00	S/.480,00
212	304	Matrimonial	1/28/2014	2/1/2014	N	S/.480,00	S/.0,00	S/.480,00
213	307	Suite King	1/28/2014	2/1/2014	N	S/.800,00	S/.0,00	S/.800,00
Total:						S/.2.040,00	S/.0,00	S/.2.040,00

Payment History

Id	Date	Payment Type	Card/Check No.	Valid Till	Adv. Pay.	Comments	Total	Base Total
159	2/16/2013	EFECTIVO			S	Gaseosa	S/.3,00	S/.3,00
161	2/16/2013	EFECTIVO			S	Consumo Bar	S/.54,00	S/.54,00
Total:								S/.57,00
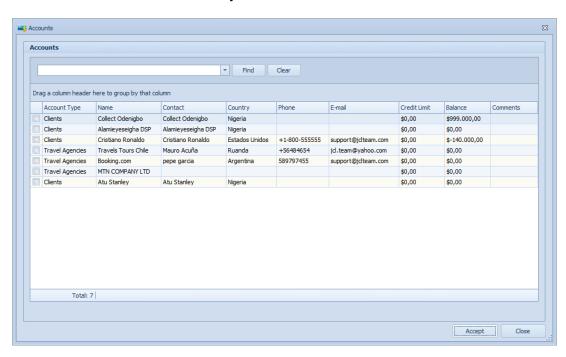
- **Delete client:**
    To delete, select a client from the list and press the ***Delete client*** button or right-click on it and choose ***Delete*** option.

11- The **"Account"** can be called for its creation when adding a new payment.

This option allows you to manage the information about the accounts in the system, to access it go to **Configuration/Accounts** menu.
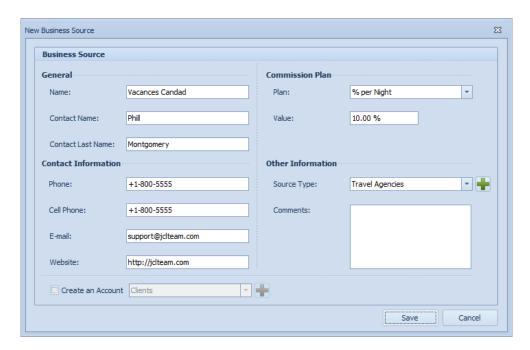
Next is a window with the system's accounts list.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:
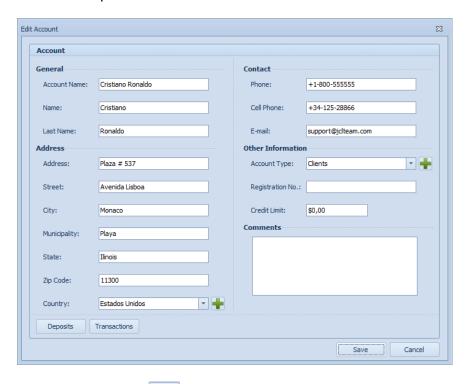
- **Add account:**
  To create an account press the ***new account*** button, next a window will appear allowing you to specify the required data.

- **Edit account:**

  To edit double-click on an account from the list or select it and press the ***Edit account*** button, a window will be displayed allowing you to modify the data, view the deposits and transactions of it.

- **Delete account:**
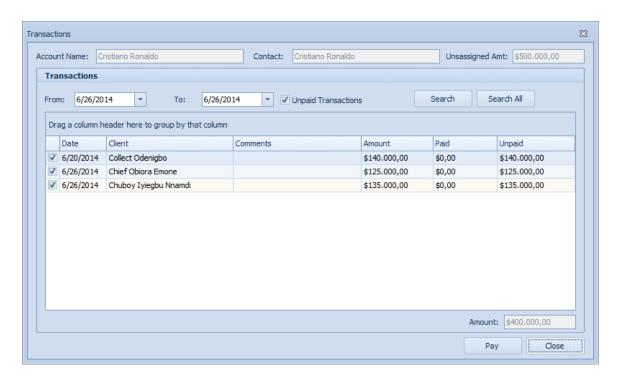
  To delete select an account from the list and press ***Delete*** **account** button or right-click on it and choose ***delete*** option.

- **View Transactions:**

  This option allows you to view the information about transactions linked to an account in the system.
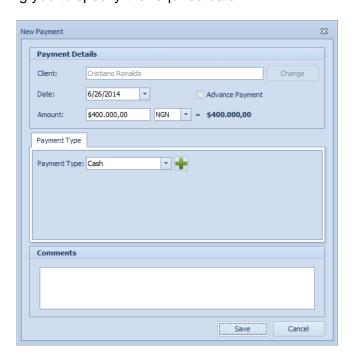
  Next is a window with the account's transactions list.

From this list, through the buttons located at the bottom right of the screen, you can perform the following actions:
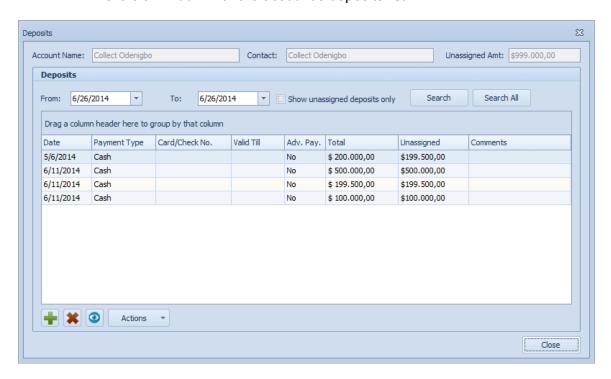
- **Pay**
  This option allows you to pay directly from an account a specific amount of money of a transaction, without using a deposit linked to the account, creating at this time the corresponding deposit. Next a window will appear allowing you to specify the required data.

- **View Deposits**
  This option allows you to manage the information about account's deposits in the system.

Next is a window with the account's deposits list.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:
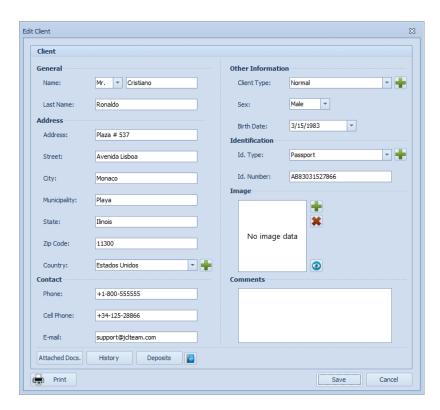
- **Add deposit:**
  To create a deposit press the ***new* deposit** button, next a window will appear allowing you to specify the required data.
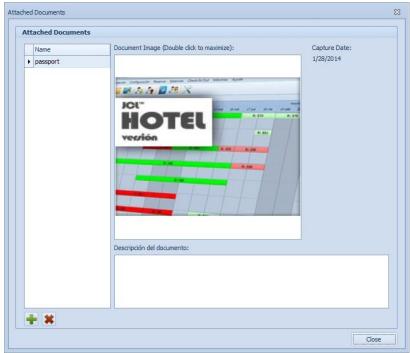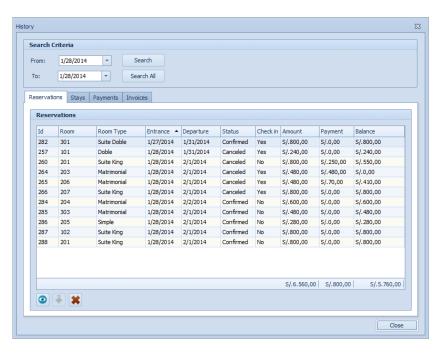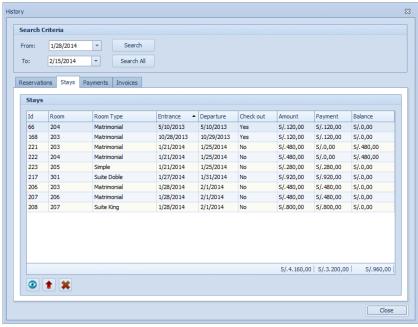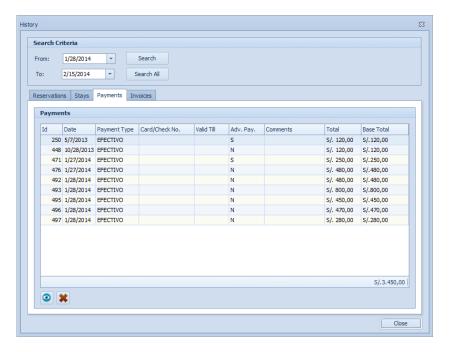
- **Delete deposit:**
  To edit double-click on a deposit from the list or select it and press the ***Edit deposit*** button, a window will be displayed allowing you to modify the data, view the deposits and transactions of it.

- **View deposit:**
  To delete select an account from the list and press ***Delete* deposit** button or right-click on it and choose ***delete*** option.
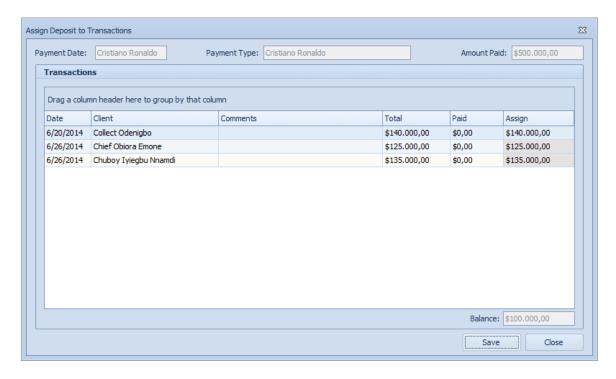
- **Assign Deposits to Transaction**

  This option allows you to assign an amount of money to transactions coming from the deposits to show them as paid in the system.

  Next is a window with the transactions list.
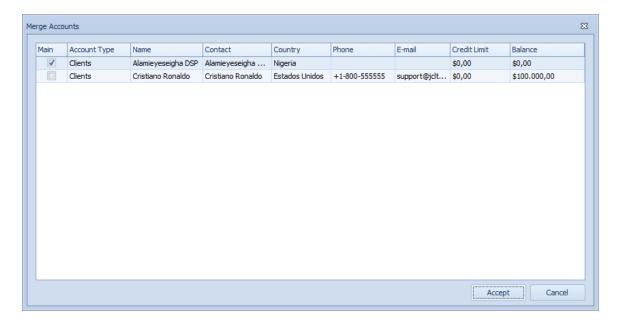
In this list, you assign the desired amount in a custom way and through the **Save** button located on the bottom right corner of the screen; assignment/s is/are saved.

- **Merge Accounts:**

This option allows you to merge two or more accounts in the system according to user criteria.

Next is a window with the selected accounts list, and which of them will remain as result of the combination.

Main	Account Type	Name	Contact	Country	Phone	E-mail	Credit Limit	Balance
☑	Clients	Alamieyeseigha DSP	Alamieyeseigha ...	Nigeria			$0,00	$0,00
☐	Clients	Cristiano Ronaldo	Cristiano Ronaldo	Estados Unidos	+1-800-555555	support@jclt...	$0,00	$100.000,00

Accept   Cancel

- **Print:** 🖨 Print

JCL Team Business Solutions
. . . pure luxury
Ave. 37 # 2208, e/ 22 y 26, Miami, Florida, 11300, España
Registration No. 1: ISBN-83031527866
Phone: +1-800-5555 : E-mail: jcl.team@yahoo.com : Website: http://jclteam.com/es

Print Date: 26/06/14 04:35:22 PM   **Account List**

Account Type	Account Name	Contact	Country	Phone	E-mail	Credit Limit	Balance	Comments
Clients	Collect Odenigbo	Collect Odenigbo	Nigeria			$0,00	$824.000,00	
Clients	Alamieyeseigha DSP	Alamieyeseigha DSP	Nigeria			$0,00	$0,00	
Clients	Cristiano Ronaldo	Cristiano Ronaldo	Estados Unidos	+1-800-555555	support@jclteam.com	$0,00	$100.000,00	
Travel Agencies	Travels Tours Chile	Mauro Acuña	Ruanda	+56484654	jcl.team@yahoo.com	$0,00	$0,00	
Travel Agencies	Booking.com	pepe garcia	Argentina	589797455	support@jclteam.com	$0,00	$0,00	
Travel Agencies	MTN COMPANY LTD					$0,00	$0,00	
Clients	Atu Stanley	Atu Stanley	Nigeria			$0,00	$0,00	
Clients Total:							**7**	
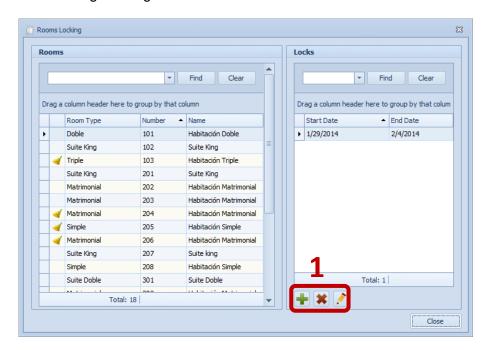
12- Room Locking

This option allows you to lock the use of hotel rooms for a certain period of time, to access it, got to main menu **Configuration/Room Locking**.

After adding a room locking, room will not be available within the range of the locking dates for: new reservations, stays or make guests moves that may need that room for those days. Once completed the locking period it will become

automatically available in the system without having to take any action from the user.

Note: This option is only available for **Administrators** group users.

Below is a window with two lists, left side the hotel rooms and to the right the room locking existing for each one of them.
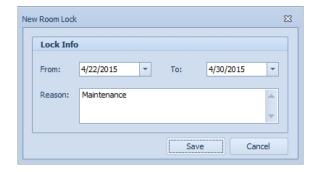
From this list, through the buttons located at the bottom left of locks (**area 1**), you can perform the following actions:
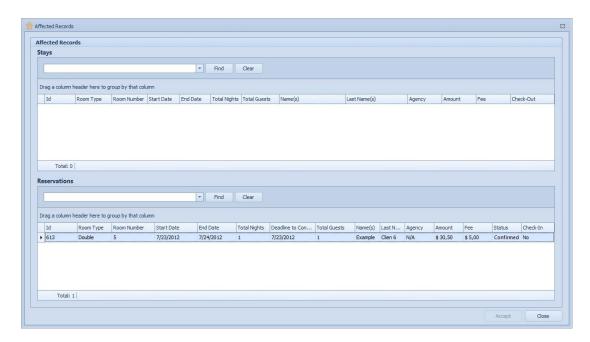
- **Add lock:**
To create a lock select a room previously and press the ***New Lock*** button, next a window will appear where you can select the specify data.

If you try to lock a room within a range of dates that matches with planned reservations or stays, the system will show a warning. If you choose **"Yes"** you can access to the affected records list to reallocate the reservations and/or stays in different rooms or cancel/delete them.

From the **Stays** list and doing right-click on it you can perform the following actions:

- **View card**
- **Checkout:** Allows you to confirm client's exit from the hotel. The stay can't do check-out until all services are paid, corresponding the contracted services, sets room as dirty in the system.
- **Delete stay:** Allows you to delete the stay. You can't delete a stay that had paid the contracted services and these have been settled. If payments have not been settled then deletes associated invoices and payments.

From the **Reservations** list and doing right-click on it you can perform the following actions:

- **View card**
- **Confirm:** Allows you to confirm the reservation.
- **Check-in:** Allows you to confirm client's entry at the hotel, checks if room is dirty and alerts user about it.
- **Cancel reservation:** Allows you to cancel the reservation.
- **Delete Reservation:** Allows you to delete the reservation, deleting the associated payment/s.
- **Edit lock:**
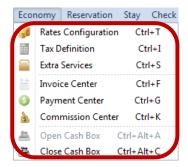
To edit double-click on a lock from the list or select it and press the *Edit room lock* button*,* a window will be displayed allowing you to modify the data.

- **Delete lock:**

To delete select a lock from the list and press the *Delete lock* button or right-click on it and choose *delete* option.

Economy
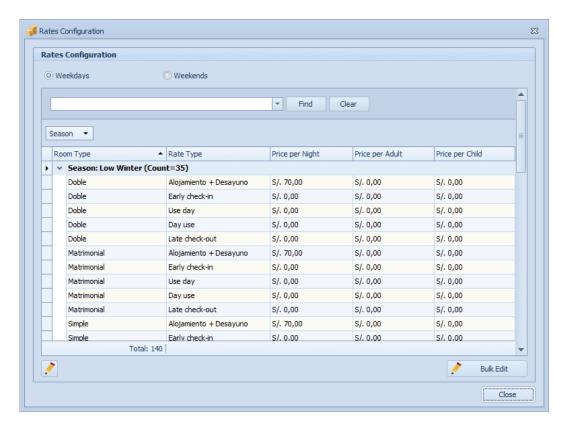
- **Rates Configuration**

   Note: This option is only available for users who belong to the **Administrators** group.

   This option allows, after automatically created in the system the rates will rule the hotel, be modified by specifying within them the different modalities that can provide (detailed by day of the week, by season, room type and rate type) with their respective prices per night or per person, in this way the system can calculate the amounts ($) while making reservations.

   To manage the information concerning rates, to access it go to main menu **Economy/Rates Configuration**.

   Next is a window with the hotel rates list.
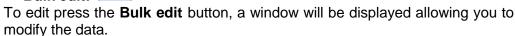
   From this list, through the buttons located at the bottom of the screen, you can perform the following actions:

- **Edit rate:**
 To edit double-click on a rate from the list or select it and press the **Edit rate** button, a window will be displayed allowing you to modify the data.

- **Bulk edit:**
  To edit press the **Bulk edit** button, a window will be displayed allowing you to modify the data.
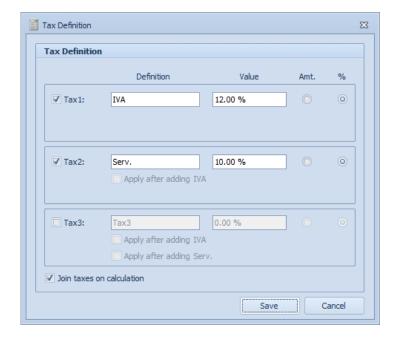
- **Tax Definitions**

  This option allows you to manage information about hotel valid taxes, which can be configured in different ways, to access it go to main menu **Economy/Tax Definitions**.
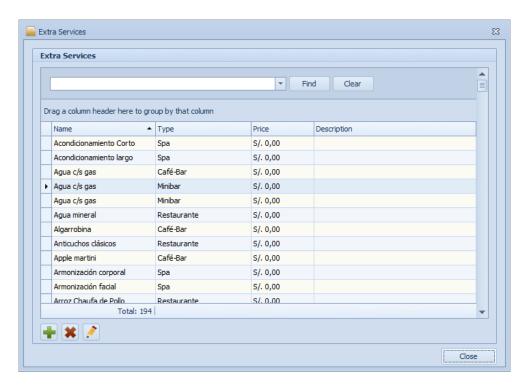
Here are set the taxes will be active, the name of them, and the value either in amount or percent. The checkbox "Join taxes", sum taxes to calculate subtotal amount, if not marked calculates taxes on the total and after calculates the subtotal. The marks below Tax 2 and Tax 3 make them to be applied cumulatively, to the subtotal obtained after applying the selected tax, as the picture show.

- **Extra Services**

This option allows you to manage information about extra services of the hotel, to access it go to main menu **Economy/Extra Services.**

Next is a window with the hotel extra services list.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add extra service:**
To create an extra service press the **New extra service** button, next a window will appear allowing you to specify the required data.
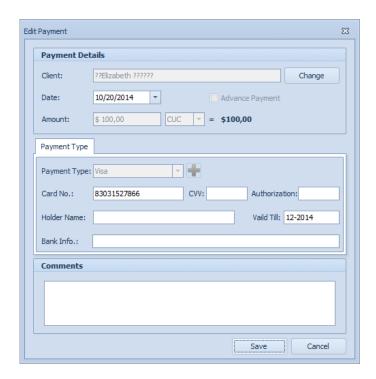
- **Edit extra service:**
  To edit double-click on an extra service from the list or select it and press the **Edit extra service** button, a window will be displayed allowing you to modify the data.
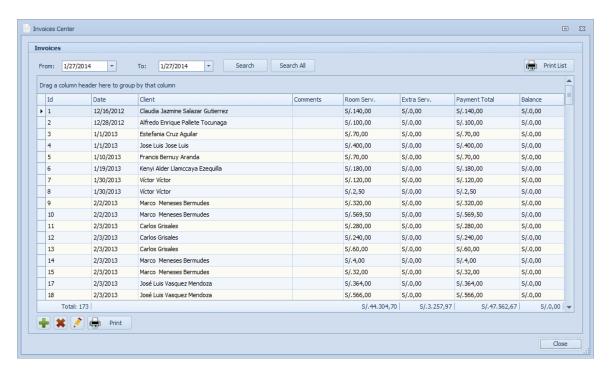
- **Delete extra service:**
  To delete select an extra service from the list and press the **Delete extra service** button or right-click on it and choose **Delete** option.

- **Invoices Center**

  This option allows you to visualize the invoices generated in the system for each stay having at least one contracted and invoiced service. They are composed by payments associated to the stay and the extra services hired by the client at the hotel.

  To manage the information about invoices go to **Economy/Invoices Center** menu.

  Next is a window with invoices list generated by the system.
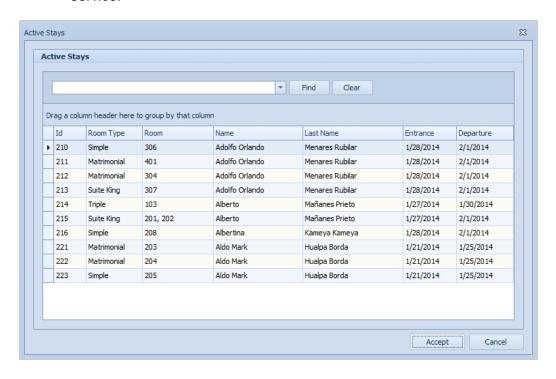
From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:
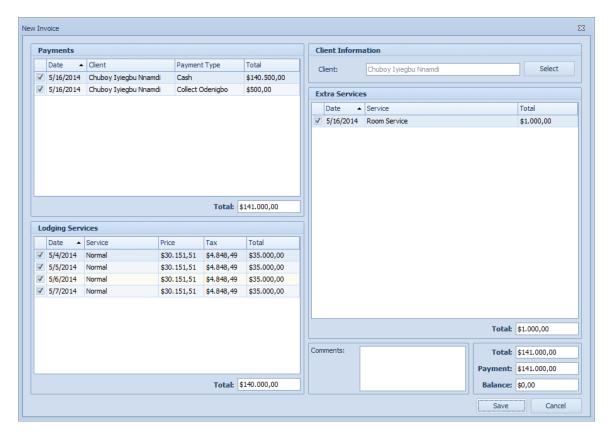
- **Add Invoice:**
  To create an invoice press the **New Invoice** button, next a window will appear allowing you to specify the required data.

  First system will show a window with the active individual stays and individual stays that belong to a group who have at least 1 not invoiced service.

- **Edit Invoice:**
  To edit double-click on an invoice from the list or select it and press the *Edit invoice* button, a window will be displayed allowing you to modify the data.

- **Delete Invoice:**
  To delete select an invoice from the list and press the *Delete invoice* button or right-click on it and choose *Delete* option.

- **Print Invoice:**
  To view an invoice data select it from the list and press the *Print Invoice* button.

  Next are shown the data of an invoice, which can be through template 1 or template 2:

Template 1:

JCL Hotel
Por la Ruta del Caribe...!
San Martin # 403, esq. Tejadillo, Monterrey, Estados Unidos
Phone: +537-863-2927 : E-mail: support@jclteam.com

Lic. 2269/14
Lic. 2269/14

Print Date:	6/5/2015 1:50:05 PM	**Invoice**		

Invoice No.	: INVN18	**Entrance**	: 5/28/2015
Client	: Patrik Campeau-Veys	**Departure**	: 6/4/2015
Passport	: GJ070077	**Adults/Children**	: 2/0
Address	: Canada	**Room**	: 5 - Doble 2 camas personal

Date	Service	Service Total	Payment Total
1/28/2014	Alojamiento + Desayuno	S/.80,00	
1/29/2014	Alojamiento + Desayuno	S/.80,00	
1/30/2014	Alojamiento + Desayuno	S/.80,00	
1/31/2014	Alojamiento + Desayuno	S/.80,00	
1/28/2014	Zodiac 50mx4	S/.120,00	
1/28/2014	EFECTIVO		S/.440,00
	Total:	S/.440,00	S/.440,00

Lodging Services:	S/.271,20
IGV:	S/.48,80
IGV2:	S/.0,00
IGV3:	S/.0,00
Extra Services:	S/.101,70
Tax:	S/.18,30
Gratuity:	S/.0,00
Total:	S/.440,00
Payment:	S/.440,00
Balance:	S/.0,00

Comments: :

NOTICE TO GUEST: The hotel is not responsible for any lost article, misplacement of money, jewelry or other valuables.

(Client Signature)

Template 2:

JCL Hotel	Lic. 2269/14
Por la Ruta del Caribe...!	Lic. 2269/14
San Martin # 403, esq. Tejadillo, Monterrey, Estados Unidos	**Invoice**
Phone: +537-863-2927 :E-mail: support@jclteam.com	INVN18

Print Date: 6/5/2015 1:53:43 PM

Client Information			
Name	: Patrik Campeau-Veys	**Address**	: Canada
Passport	: GJ070077	**E-Mail**	:
Phone	:		

Client Information			
Id. Type	: Pasaporte	**Address**	: Alemania
Identification	: B830315	**Phone**	:
Name	: Sra. Lisa Kramer	**E-Mail**	:

Lodging Services				
Date	**Description**	**Price**	**Tax Total**	**Total**
1/14/2015	Hospedaje c/ Comisión	$30,00	$7,17	$37,17
1/15/2015	Hospedaje c/ Comisión	$30,00	$7,17	$37,17
Total:		**$60,00**	**$14,34**	**$74,34**

Extra Services						
Date	**Description**	**Price**	**Qty.**	**Tax Total**	**Gratuity**	**Total**
1/17/2015	Desayuno buffet 1	$5,00	1	$0,00	$0,00	$5,00
1/15/2015	Desayuno Buffet 2	$4,00	1	$0,00	$0,00	$4,00
Total:		**$9,00**	**2**	**$0,00**	**$0,00**	**$9,00**

Total	
Lodging Services:	$60,00
Tax1:	$10,80
Tax2:	$3,54
Extra Services:	$9,00
Tax:	$0,00
Gratuity:	$0,00
Total:	**$83,34**
Payment:	$83,34
Balance:	$0,00

Total	: $230,00
In Words	**: TWO HUNDRED AND THIRTY AND 0 / 100**

NOTICE TO GUEST: The hotel is not responsible for any lost article, misplacement of money, jewelry or other valuables.

- **Payment Center**

    This option allows you to visualize the payments made in the system by the clients by the concept: price of contracted services in the hotel. A payment can be a percentage of an invoice or can be the total amount of it.

    The settled payments in the hotel cash box (using a cash box closing) can't be erased later.

To manage the information about collections go to **Economy/Payment Center** menu.

Next is a window with payments list generated by the system.
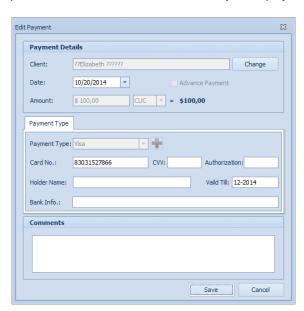
From this list, through the button located at the bottom left of the screen, you can perform the following action:
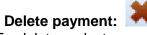
- **View payment:**
  To view, select a payment from the list and press the ***View payment*** button or right-click on it and choose ***View*** option.

  You can edit all payment's properties after is made, even if stay did check-out, except the customer, amount, currency and payment type.
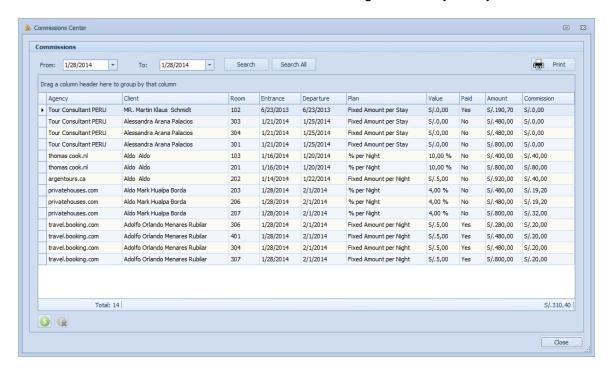
- **Delete payment:**
  To delete, select a payment from the list and press the ***Delete payment*** button or right-click on it and choose ***Delete*** option.

- **Commissions Center**

  This option allows you to manage the information about commissions of travel business sources in the system, to access it go to main menu **Economy/Commissions Center**.

  Next is a window with the commissions list generated by the system.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Pay Commission:**
  This button is enabled when a commission has not been paid yet. To pay a commission press ***Mark as paid*** button, then the status of selected commission is changed.

- **Set as Unpaid (commission):**
  This button is enabled when a commission has been paid. To set as unpaid a commission press ***Mark as unpaid*** button, then the status of selected commission is changed.
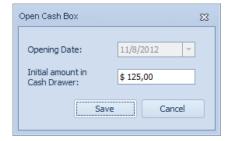
- **Open Cash Box**

This option allows taking place all the work operations with money in the system. If cash box is not open you can't generate collections, either introduce advance payments or the stays invoices.

This action can be executed accessing to **Economy/Open Cash Box** menu, in a manual way or its fired automatically when the system detects user wants to do a money operation and cash box has not been opened previously by the user.
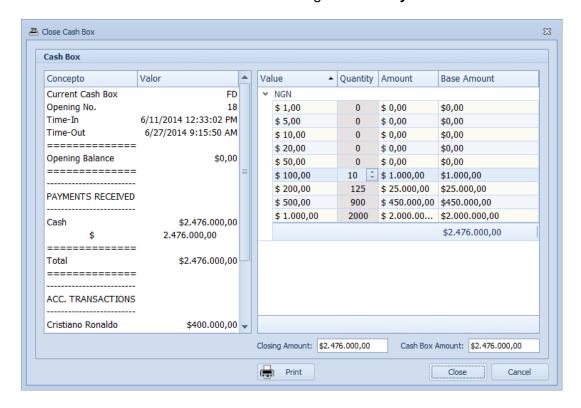
Next is a window where users do the open cash box action, which can have an initial amount in main currency, specified by user.

- **Close Cash Box**

This option is in charge of record the withdrawal of all the money existing in cash box, what is the same, in the hotel. Here the amounts of money are divided in the concepts: initial amount plus the payment types taking place in the current opening, being the cash needed to decompose it into the different currency denominations as the picture below, until the amount of money "cash balance" equals the amount "closing balance" to perform the closing.

This action can be executed accessing to **Economy/Close Cash Box** menu.

Reservation

- **New reservation**
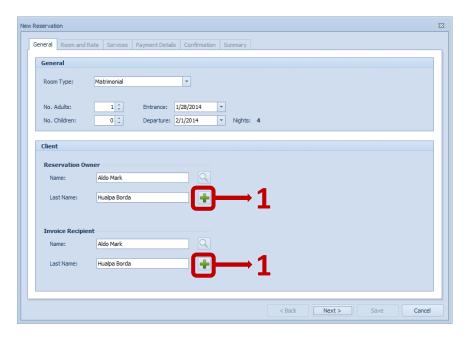
    This option allows you to create a new reservation for a hotel room, to access it go to main menu **Reservations/New reservation**.

    Next is a window with several tabs where you can specify the required data:

    On the *General* tab you must select the room type, set the number of guests adults and children (the maximum amount to set corresponds to the maximum quantity of selected room type) will stay and set the dates of entry and exit from the hotel.

    You must select a reservation owner, which is nothing more than a client from the list, if the client is not registered in the system you can create a new one pressing button **1**, view **Main menu options Configuration/Clients/New client** section, by default the invoice's recipient is filled, with the same name of the owner, but you can specify another if the recipient is not the same.

    Once all data is filled press **Next>**button, located at bottom right of the screen.
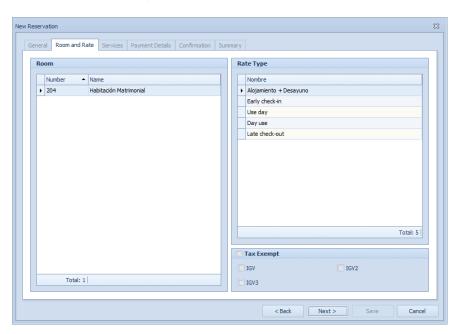
    In the **Room and Rate** tab a list will be displayed (left side) of the available selected room type during the proposed dates range. If there is no room available the system will display a warning, asking if you want to place the reservation in multiple rooms. If you chose **"Yes"**, JCL Hotel will attempt to place the reservation in multiple rooms with the fewest possible of movement
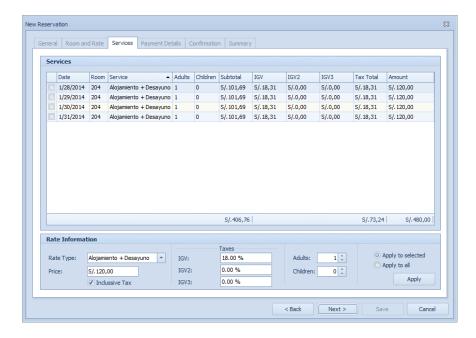
between rooms. If it's not possible to do that the system will display a notification message. This tab also shows the available rates (right) during the proposed dates range.

In this tab you can specify which of the taxes defined in the system, shall be exempt from being paid when adding the corresponding lodging services.

Once all data is filled press **Next>** button.

In the **Services** tab a list will be displayed with the lodging services selected with their respective prices and taxes, for the selected rate. You can set in a manual way the rate type, amount of people, price and tax.

This window displays the rates with their prices in correspondence with the days of the week of the reservation and the season; the system will

automatically assign the services corresponding to the available rates for those days by type. Once all data is filled press **Next>** button.

In the **Payment Details** tab you can attach to the reservation since this moment, a certain amount of money in an advance way, which represents a part or the total of the money the client should pay, can be in different currencies.
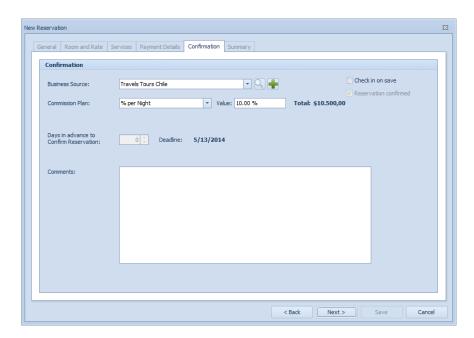
You can insert them by pressing the button located at the bottom left of the screen.

Here you can specify the name of the client; also you can choose the payment type. Once all data is filled press **Next>** button.

In the **Confirmation** tab you can select the business source and set the commission plan, number of days in advance to confirm the reservation or confirm it in that moment, write comments and if you are creating a reservation with entry date less or equal to the system working date you can check in that moment after saving the reservation. Once all data is filled press ***Next>*** button.

In the **Summary** tab shows the reservation details to check if the specified data is correct and also can print the summary by checking the option ***Print summary*** (**1**). After reviewing the data click on **save** button, located at the bottom right of the screen.

- **New Group Reservation**
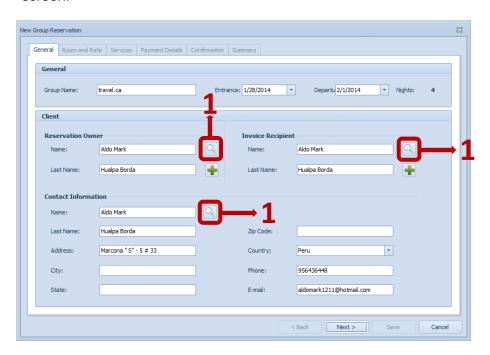
This option allows you to create a new group reservation, for more than one hotel room, to access it go to main menu **Reservations/New Group Reservation**.

Next is a window with several tabs where you can specify the required data:

On the **General** tab you must specify the group name and define the dates of entry and exit from the hotel.

You must select a reservation owner, which is nothing more than a client from the list, if the client is not registered in the system you can create a new one pressing button **1**, view **Main menu options Configuration/Clients/New client** section, by default the invoice's recipient and contact info is filled, with the same name of the owner, but you can specify another if the recipient or contact info is/are not the same than owner.
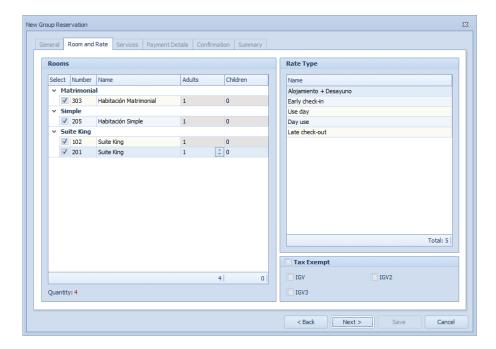
Once all data is filled press **Next>** button, located at bottom right of the screen.
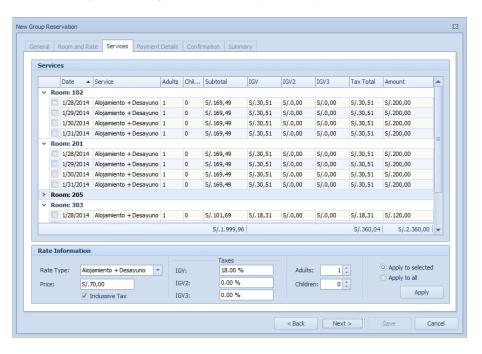
In the **Rate and Room** tab a list will be displayed (left side) of the available selected room type during the proposed dates range. If there is no room available the system will display a warning. This tab also shows the available rates types (right) during the proposed dates range.

In this tab you can specify which of the taxes defined in the system, shall be exempt from being paid when adding the corresponding lodging services.

Once all data is filled press *Next>* button.

In the **Services** tab a list will be displayed with the lodging services selected with their respective prices and taxes, for the selected rate. You can set in a manual way the rate type, amount of people, price and tax.

This window displays the rates with their prices in correspondence with the days of the week of the reservation and the season; the system will automatically assign the services corresponding to the available rates for those days by type. Once all data is filled press **Next>** button.

In the **Payment Details** tab you can attach to the reservation a certain amount of money in an advance way, which represents a part or the total of the money the client should pay, can be in different currencies.
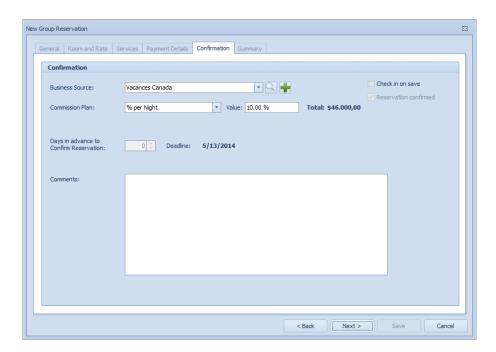
You can insert them pressing add the button located at the bottom left of the screen.

Here you can specify the name of the client; also you can choose the payment type. Once all data is filled press ***Next>*** button.

In the **Confirmation** tab you can select the business source and set the commission plan, number of days in advance to confirm the reservation or confirm it in that moment, write comments and if you are creating a reservation with entry date less or equal to the system working date you can check in that moment after saving the reservation. Once all data is filled press ***Next>*** button.

In the **Summary** tab shows the reservation details to check if the specified data is correct and also can print the summary by checking the option *Print summary* (**1**). After reviewing the data click on **save** button, located at the bottom right of the screen.

- **Reservation List**

  This option allows you to search reservations by multiple criteria, to access it go to main menu **Reservation/Reservation List**.

  Next you will see a window where you can specify some search criteria and press the *Search* button, or if you want all reservations press the *Search All* button.
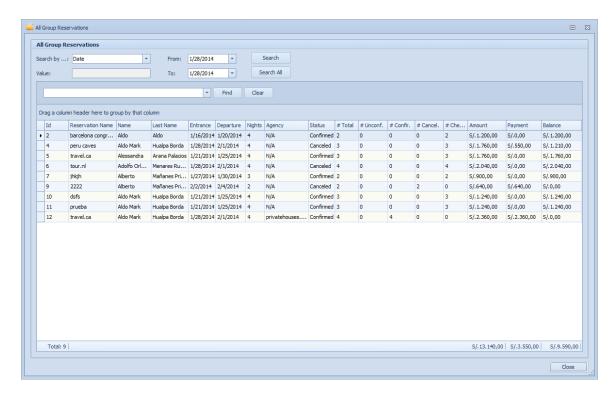
From the reservations list and doing right-click on it you can perform the following actions:

- **View card**
- **Confirm:** Allows you to confirm the reservation.
- **Check-in:** Allows you to confirm client's entry at the hotel, checks if room is dirty and alerts user about it.
- **Cancel Reservation:** Allows you to cancel the reservation.
- **Delete Reservation:** Allows you to delete the reservation, deleting the associated payment/s.

- **Group Reservation List**

This option allows you to search group reservations by multiple criteria, to access it go to main menu **Reservation/Group Reservation List**.
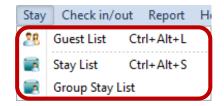
Next you will see a window where you can specify some search criteria and press the **Search** button, or if you want all group reservations press the **Search All** button.

From the group reservations list and doing right-click on it you can perform the following actions:

- **View card**
- **Confirm:** Allows you to confirm the reservation, affecting all individual reservations that belong to the group.
- **Check in:** Allows you to confirm client entry at the hotel, affecting all individual reservations that belong to the group, checks if any room is dirty and alerts user about it.
- **Cancel Reservation:** Allows you to cancel the reservation, affecting all individual reservations that belong to the group.
- **Delete Reservation:** Allows you to delete the reservation, deleting the associated payment/s.
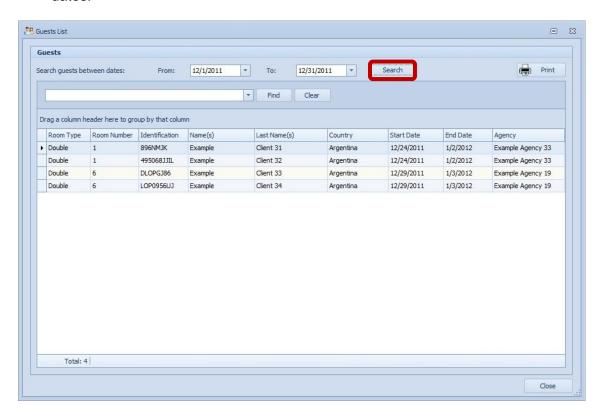
Stay

- **Guest List**

  This option allows you to find and control the hotel guests group by dates, to access it go to main menu **Stay/Guest List.**
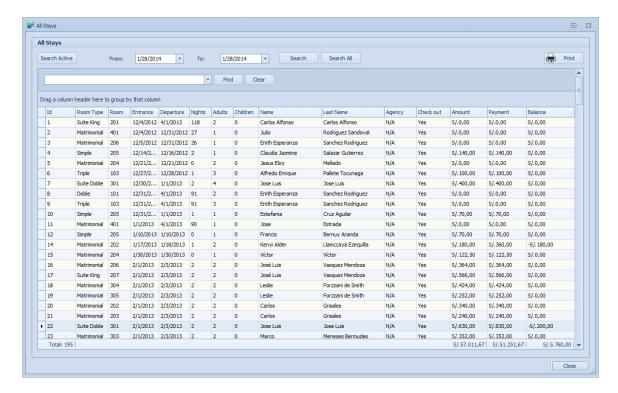
  Next you will see a window where you can set the dates range and press the *Search* button. The system will display a detailed guests list found by the specified dates.

- **Stay List**

  This option allows you to control and view the hotel stays (active and historical), to access it go to main menu **Stay/Stay List.**

  Next is a window with a detailed list of active stays according the current date. You can also select the option *search all (Historical)* to view all the stays that have existed.
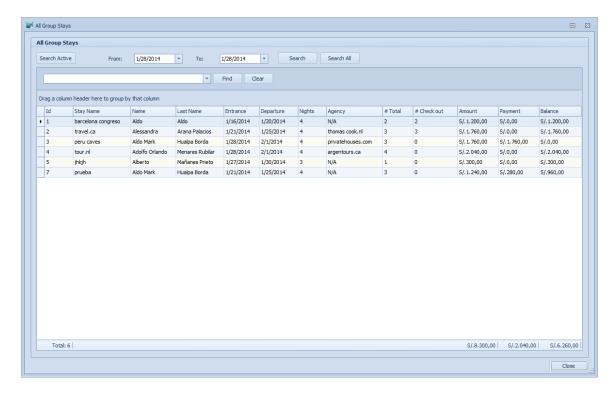
From the **Stay** list and doing right-click on it you can perform the following actions:

- **View card**
- **Checkout:** Allows you to confirm client's exit from the hotel. The stay can't do check-out until all services are paid, corresponding the contracted services, sets room as dirty in the system.
- **Delete stay:** Allows you to delete the stay. You can't delete a stay that had paid the contracted services and these have been settled. If payments have not been settled then deletes associated invoices and payments.

- **Group Stay List**

This option allows you to control and view the hotel groups' stays (active and historical), to access it go to main menu **Stay/Group Stay List.**
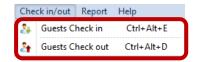
Next is a window with a detailed list of active group stays according the current date. You can also select the option ***search all (Historical)*** to view all the group stays that have existed.

From the **Stays** list and doing right-click on it you can perform the following actions:

- **View card**
- **Checkout:** Allows you to confirm client's exit from the hotel. The stay can't do check-out until all services are paid, corresponding the contracted services, sets room as dirty in the system.
- **Delete stay:** Allows you to delete the stay. You can't delete a stay that had paid the contracted services and these have been settled. If payments have not been settled then deletes associated invoices and payments.
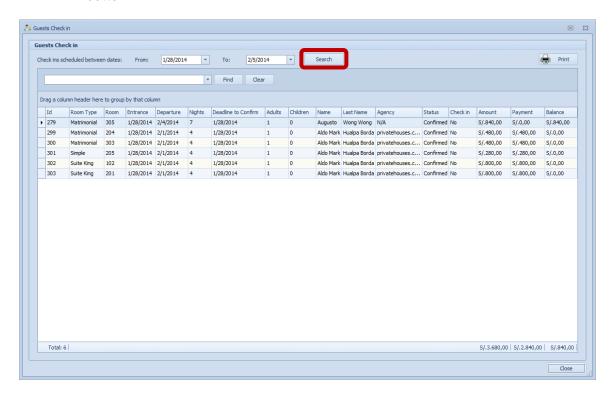
Check-In/Out

- **Guests Check-in**

    This option allows the do the anticipation of hotel guest's entries and also you can find the active reservations by entry date, to access it go to main menu **Check-In/Out/Guests Check-in.**

    Next is a window where you can set the entries dates range and press **Search** button.
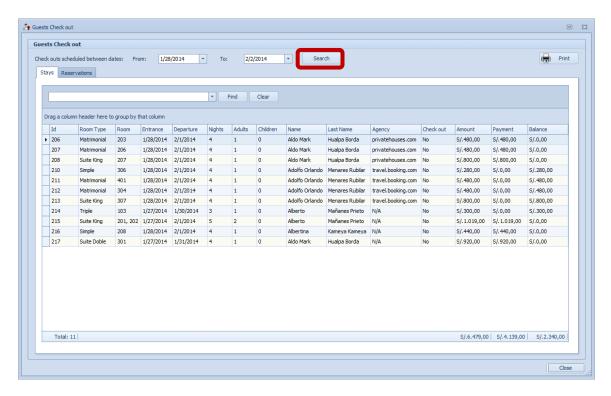
    From this list and doing right-click on **reservations** you can perform the following actions:

    - **View card**
    - **Confirm:** Allows you to confirm the reservation.
    - **Check-in:** Allows you to confirm client's entry at the hotel, checks if room is dirty and alerts user about it.
    - **Cancel Reservation:** Allows you to cancel the reservation.
    - **Delete Reservation:** Allows you to delete the reservation, deleting the associated payment/s.

- **Guests Check-out**
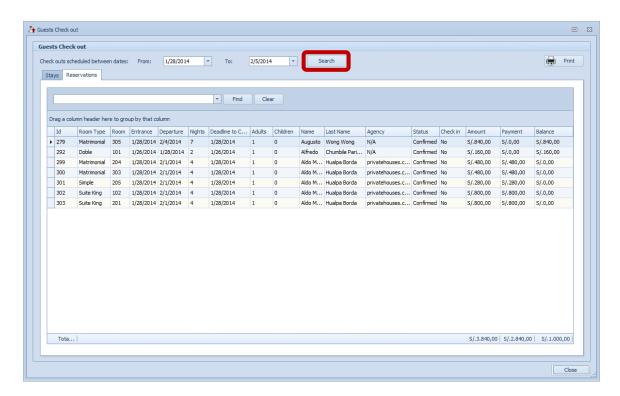
    This option allows the do the anticipation of hotel guest's exits; also you can search the active stays by exit date and system reservations, to access it go to main menu **Check-In/Out/Guests Check-out.**

Next is a window where you can set the exits dates range and press **Search** button.

From this list and doing right-click on **stays** you can perform the following actions:

- **View card**
- **Checkout:** Allows you to confirm client's exit from the hotel. The stay can't do check-out until all services are paid, corresponding the contracted services, sets room as dirty in the system.
- **Delete stay:** Allows you to delete the stay. You can't delete a stay that had paid the contracted services and these have been settled. If payments have not been settled then deletes associated invoices and payments.

From this list and doing right-click on ***reservations*** you can perform the following actions:

- **View card**
- **Confirm:** Allows you to confirm the reservation.
- **Check-in:** Allows you to confirm client's entry at the hotel, checks if room is dirty and alerts user about it.
- **Cancel reservation:** Allows you to cancel the reservation.
- **Delete Reservation:** Allows you to delete the reservation, deleting the associated payment/s.

Report

Note: This menu is only available for **Administrators** group users. Each report in JCL Hotel can be printed or saved to a digital known format as PDF.

- **Clients**

This option gives you a detailed report from the list of all registered clients in the system.

Next you will see a window where you can appreciate that report and will have the most common print and save in digital format options. This window is generated from the *Print* button in the previous window.

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Phone: +485-205-3461 : E-mail: support@jclteam.com : Website: http://jclteam.com/

Client List

Print Date: Tuesday, 28 January 2014

Doc. Type	Id. Number	Name	Last Name	Country	Birth Date	Phone	E-mail	Gender
DNI	43989663	Carlos Alfonso	Carlos Alfonso	Peru	1/11/1987	01993465742	asenjocar@blessedhotel.com	Male
DNI	09450975	Julio	Rodriguez Sandoval	Peru	7/13/1939	01986028346		Male
DNI	22093539	Enith Esperanza	Sanchez Rodriguez	Peru	12/5/2012	01992780543	enithesperanza@blessedhotel.co	Female
DNI	1234567	Claudia Jazmine	Salazar Gutierrez	Peru	3/22/1994			Female
DNI	40330567	Daniel Joel	Ramirez	Peru	12/15/2012	956980801		Male
DNI	1234567	Jesus Eloy	Mellado	Peru	12/21/2012			Male
DNI	06339170	Alfredo Enrique	Pallete Tocunaga	Peru	6/7/1961			Male
DNI	48118152	Sergio Alfredo	Pallete Antunez	Canada	2/28/1990			Male
Permiso de Conducir	P4354-140293-05	Gabriel Sebastian	Pallete Antunez	Canada	2/14/1993			Male
DNI	---	Ismael	Matos	Peru	12/27/2012			Male
DNI	44883086	Virginia Fiorella	Campó Acosta	Peru	8/28/1987			Female
DNI	09041067	Jose Luis	Jose Luis	Peru	12/30/2012	998307875	joseluis_sc1703@hotmail.com	Male
DNI	07121338	Estefania	Cruz Aguilar	Peru	12/31/2012	5211720		Female
DNI	s/d	Gladys	Cruz	Peru	12/31/2012			Female
DNI	---	Michael	Llosa	Peru	12/31/2012			Male
DNI	41145830	Jose	Estrada	Peru	11/6/1981		jose.estrada@blessedhotel.com	Male
DNI	----	Maria	Salazar	Peru	1/1/2013			Male
DNI	74823605	Omar Enrique	Asenjo Sanchez	Peru	1/2/2013	987718605		Male
DNI	---	Augusto	Bashi	Peru	1/3/2013			Male
DNI	------	Daniel	Asenjo Sánchez	Peru	1/4/2013			Male
DNI	45373623	Joanna	Oscco Alarcón	Peru	1/4/2013			Female
DNI	---	Cristian	Soto	Peru	1/6/2013			Male
DNI	---	Sarah	Laura	Peru	1/6/2013			Female
DNI	---	Flavia	Laura	Peru	1/6/2013			Female
DNI	---	Nonoy	García	Peru	1/6/2013			Female
DNI	---	Julissa	Cárdenas	Peru	1/6/2013			Female

- **Guests per country**

  This option gives you a detailed report containing the total number of guests who have stayed at the hotel, differentiated by country of origin, to access it go to main menu **Report/Guests per country**.

  Next is a window where you can select the dates range which you want the information and when you press *Generate* button you will obtain the required report. If you want to print, only need to press the *Print* button.

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Guests per Country

Print Date:	Tuesday, 28 January 2014		From: 1/1/2013	To: 1/28/2014

Country	Total
Alemania	1
Australia	1
Brasil	1
Chile	4
Colombia	4
España	12
Estados Unidos	1
Francia	2
Peru	177
Total: 9	**203**

- **Guests per business source**

  This option gives you a detailed report containing the total number of guests who have stayed at the hotel, differentiated by business source of origin, to access it go to main menu **Report/Guests per business source**.

  Next is a window where you can select the dates range which you want the information and when you press *Generate* button you will obtain the required report. If you want to print, only need to press the *Print* button.

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Guests per Business Source

Print Date:	27/06/14 09:42:34 AM			
		From: 6/1/2014	To: 6/27/2014	

Agency	Total
argentours.ca	1
privatehouses.com	3
thomas cook.nl	2
Tour Consultant PERU	4
travel.booking.com	4
Total: 5	**14**

- **Invoices**

This option gives you a detailed report containing the total number of invoices recorded in the system, to access it, go to main menu **Report/Invoices**.

Next is a window where you can select the dates range which you want the information and when you press *Generate* button you will obtain the required report. If you want to print, only need to press the *Print* button.

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Invoice List

Print Date: Tuesday, 28 January 2014   **From:** 10/31/2013   **To:** 1/28/2014

Id	Date	Client	Comments	Room Serv.	Extra Serv.	Payment Total	Balance
172	11/7/2013	Vittorio Mosto Lama		S/.120,00	S/.0,00	S/.120,00	S/.0,00
173	11/7/2013	Cesar Timoteo Rojas		S/.120,00	S/.0,00	S/.120,00	S/.0,00
174	11/7/2013	Victor Diaz		S/.120,00	S/.2,50	S/.122,50	S/.0,00
175	11/7/2013	Carla Diaz Espinoza		S/.90,00	S/.52,50	S/.142,50	S/.0,00
176	11/7/2013	Marco Antonio Balcázar Balarezo		S/.90,00	S/.39,50	S/.129,50	S/.0,00
177	11/8/2013	Rocio Esteban		S/.180,00	S/.37,00	S/.217,00	S/.0,00
181	11/9/2013	Paul Adam de la Peña		S/.120,00	S/.0,00	S/.120,00	S/.0,00
182	11/10/2013	Ronald Rivera Vazquez		S/.180,00	S/.0,00	S/.180,00	S/.0,00
183	11/10/2013	Diego Anthony Torres Espino		S/.120,00	S/.0,00	S/.120,00	S/.0,00
184	11/10/2013	Yuri Aldo Cavero Panduro		S/.70,00	S/.35,00	S/.105,00	S/.0,00
185	11/11/2013	Julio Martin Bravo Tumba		S/.120,00	S/.0,00	S/.120,00	S/.0,00
186	11/8/2013	Carlos Miguel Vanegas Luna		S/.720,00	S/.36,50	S/.756,50	S/.0,00
187	11/8/2013	Carlos Miguel Vanegas Luna		S/.120,00	S/.2,50	S/.122,50	S/.0,00
208	1/28/2014	Aldo Mark Hualpa Borda		S/.400,00	S/.120,00	S/.450,00	S/.70,00
209	1/28/2014	Aldo Mark Hualpa Borda		S/.400,00	S/.0,00	S/.470,00	-S/.70,00
215	1/28/2014	Albertina Kameya Kameya		S/.320,00	S/.120,00	S/.440,00	S/.0,00
217	1/28/2014	Alberto Mañanes Prieto		S/.840,00	S/.0,00	S/.840,00	S/.0,00
218	1/28/2014	Alberto Mañanes Prieto		S/.0,00	S/.120,00	S/.120,00	S/.0,00
219	1/28/2014	Alberto Mañanes Prieto		S/.0,00	S/.59,00	S/.59,00	S/.0,00
226	1/28/2014	Aldo Mark Hualpa Borda		S/.1.760,00	S/.0,00	S/.1.760,00	S/.0,00
227	1/28/2014	Aldo Mark Hualpa Borda		S/.480,00	S/.0,00	S/.480,00	S/.0,00
228	1/28/2014	Aldo Mark Hualpa Borda		S/.480,00	S/.0,00	S/.480,00	S/.0,00
229	1/28/2014	Aldo Mark Hualpa Borda		S/.800,00	S/.0,00	S/.800,00	S/.0,00
Total:				**S/.7.649,99**	**S/.624,50**	**S/.8.274,50**	**S/.0,00**

- **Payments**

This option gives you a detailed report containing the total number of money payments recorded in the system, to access it, go to main menu **Reports/Payments**.

Next is a window where you can select the dates range which you want the information and when you press *Generate* button you will obtain the required report. If you want to print, only need to press the *Print* button.

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Payment List

| Print Date: | Tuesday, 28 January 2014 | | | | From: | 11/9/2013 | To: | 1/27/2014 | |

Payment Type	Date	Client	Adv. Pay.	No. card/check	Valid Till	Settled	Amount	Base Amount
NS								
EFECTIVO	11/9/2013	Paul Adam de la Peña	Yes			Yes	S/. 50,00	S/. 50,00
EFECTIVO	11/9/2013	Yuri Aldo Cavero Panduro	Yes			Yes	S/. 35,00	S/. 35,00
EFECTIVO	11/9/2013	Paul Adam de la Peña	No			Yes	S/. 70,00	S/. 70,00
EFECTIVO	11/10/2013	Ronald Rivera Vazquez	No			Yes	S/. 180,00	S/. 180,00
EFECTIVO	11/10/2013	Diego Anthony Torres Espino	No			Yes	S/. 120,00	S/. 120,00
EFECTIVO	11/10/2013	Yuri Aldo Cavero Panduro	No			Yes	S/. 70,00	S/. 70,00
EFECTIVO	11/11/2013	Julio Martin Bravo Tumba	No			Yes	S/. 120,00	S/. 120,00
EFECTIVO	1/27/2014	Aldo Mark Hualpa Borda	Yes			No	S/. 250,00	S/. 250,00
EFECTIVO	1/27/2014	Aldo Mark Hualpa Borda	No			No	S/. 480,00	S/. 480,00
Total:							**S/. 1.375,00**	**S/. 1.375,00**
Grand Total:								**S/. 1.375,00**

- **Commissions per business source**

  This option gives you a detailed report containing the total numbers of commissions per business source, differentiated by commission plan, to access it go to main menu **Report/Commissions per Business source**.

  Next is a window where you can select the dates range which you want the information and when you press *Generate* button you will obtain the required report. If you want to print, only need to press the *Print* button.

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Commissions per Business Source

Print Date:	27/06/14 09:57:25			From: 1/1/2014	To: 1/28/2014				

Business Source	Client	Room No.	Entrance	Departure	Plan	Value	Paid	Amount	Commission
Tour Consultant PERU	Alessandra Arana Palacios	303	1/21/2014	1/25/2014	Fixed Amount per Stay	S/.0,00	No	S/.480,00	S/.0,00
Tour Consultant PERU	Alessandra Arana Palacios	304	1/21/2014	1/25/2014	Fixed Amount per Stay	S/.0,00	No	S/.480,00	S/.0,00
Tour Consultant PERU	Alessandra Arana Palacios	301	1/21/2014	1/25/2014	Fixed Amount per Stay	S/.0,00	No	S/.800,00	S/.0,00
thomas cook.nl	Aldo Aldo	103	1/16/2014	1/20/2014	% per Night	10,0000 %	No	S/.400,00	S/.40,00
thomas cook.nl	Aldo Aldo	201	1/16/2014	1/20/2014	% per Night	10,0000 %	No	S/.800,00	S/.80,00
argentours.ca	Aldo Aldo	202	1/14/2014	1/22/2014	Fixed Amount per Night	S/.5,00	No	S/.920,00	S/.40,00
privatehouses.com	Aldo Mark Hualpa Borda	203	1/28/2014	2/1/2014	% per Night	4,0000 %	No	S/.480,00	S/.19,20
privatehouses.com	Aldo Mark Hualpa Borda	206	1/28/2014	2/1/2014	% per Night	4,0000 %	No	S/.480,00	S/.19,20
privatehouses.com	Aldo Mark Hualpa Borda	207	1/28/2014	2/1/2014	% per Night	4,0000 %	No	S/.800,00	S/.32,00
travel.booking.com	Adolfo Orlando Menares Rubilar	306	1/28/2014	2/1/2014	Fixed Amount per Night	S/.5,00	Yes	S/.280,00	S/.20,00
travel.booking.com	Adolfo Orlando Menares Rubilar	401	1/28/2014	2/1/2014	Fixed Amount per Night	S/.5,00	Yes	S/.480,00	S/.20,00
travel.booking.com	Adolfo Orlando Menares Rubilar	304	1/28/2014	2/1/2014	Fixed Amount per Night	S/.5,00	Yes	S/.480,00	S/.20,00
travel.booking.com	Adolfo Orlando Menares Rubilar	307	1/28/2014	2/1/2014	Fixed Amount per Night	S/.5,00	Yes	S/.800,00	S/.20,00
Total:									**S/.310,40**

- **Cash Box Closing**

  This option gives you a detailed report containing the total number cash box closing recorded in the system, to access it, go to main menu **Report/Cash Box Closing**.

  Next is a window where you can select the cash box closing action which you want the information and when you press **Generate** button you will obtain the required report. If you want to print, only need to press the **Print** button.

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Print Date: 27/06/14 10:01:38 AM   **Cash Box Closing**

Day: Wednesday, September 25, 2013   **Initial Amount:** S/.300,00

Value	Quantity	Amount	Base Amount
NS			
S/. 2	1	S/. 2	S/.2,00
S/. 10	1	S/. 10	S/.10,00
S/. 20	1	S/. 20	S/.20,00
S/. 50	1	S/. 50	S/.50,00
S/. 100	1	S/. 100	S/.100,00
S/. 200	5	S/. 1.000	S/.1.000,00
Total:			**S/.1.182,00**
Grand Total:			**S/.1.182,00**

Payments

Payment Type	Date	Client	Comments	Total	Base Total
NS					
EFECTIVO	9/25/2013	Jose Manuel Alvarez		S/. 120,00	S/.120,00
EFECTIVO	9/25/2013	Jose Manuel Alvarez		S/. 70,00	S/.70,00
EFECTIVO	9/25/2013	Jose Manuel Alvarez		S/. 25,00	S/.25,00
EFECTIVO	9/25/2013	Jose Manuel Alvarez		S/. 105,00	S/.105,00
EFECTIVO	9/25/2013	Julio Cesar Lopez Beltrán		S/. 120,00	S/.120,00
Deposito	9/25/2013	Javier Emilio Garcia Araujo		S/. 110,00	S/.110,00
Deposito	9/25/2013	Jesus Percy Meneses Ortiz		S/. 110,00	S/.110,00
EFECTIVO	9/25/2013	Julio Cesar Lopez Beltrán		S/. 120,00	S/.120,00
EFECTIVO	9/25/2013	Jesus Percy Meneses Ortiz		S/. 70,00	S/.70,00
Deposito	9/25/2013	Javier Emilio Garcia Araujo		S/. 70,00	S/.70,00
EFECTIVO	9/25/2013	Johnny Chuquizuta Reyes		S/. 126,00	S/.126,00
EFECTIVO	9/25/2013	Julio Alfonso Pacheco Torres		S/. 126,00	S/.126,00
Total:					**S/.1.172,00**
Grand Total:					**S/.1.172,00**

- **Room Status**

  This option displays hotel rooms' status for a given date, grouped by status. In the end shows a summary, which is very useful for measuring your business performance, to access it go to main menu **Report/Room Status**.

  Next is a window where you can select the date which you want the information and when you press *Generate* button you will obtain the required report. If you want to print, only need to press the *Print* button.

JCL Hotel

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Print Date:	Wednesday, 23 April 2014	**Room Status**

Date: 4/23/2014

Occupied Rooms

Caledonian Bussiness Luxury Su:
304
Caledonian Deluxe:
102   103   107   205
Caledonian Superior Deluxe:
219

Occupied Dirty Rooms

Caledonian Deluxe:
101

Available Rooms

Caledonian Bussiness Luxury Su:
305
Caledonian Deluxe:
104   105   110   111   201   202   204   206   208   209   210   211   212   214   216
Caledonian Superior Deluxe:
108   203   213   217   218
Caledonian Diplomat Suites:
207

Available Dirty Rooms

Caledonian Deluxe:
215
Caledonian Superior Deluxe:
303
Caledonian Luxury suite:
302

Reserved Rooms

Caledonian Deluxe:
109
Caledonian Super Luxury Suites:
301

Locked Rooms

Caledonian Classic:
106

Departure Rooms

Caledonian Bussiness Luxury Su:
305

Summary

Occupied Rooms:	6
Occupied Dirty Rooms:	1
Available Rooms:	22
Available Dirty Rooms:	3
Reserved Rooms:	2
Reserved Dirty Rooms:	0
Locked Rooms:	1
Checked Out Rooms:	0
Departure Rooms:	1

- **Daily Revenues Forecast**

    This option gives you a detailed report containing the hotel daily revenues, divided in lodging services subtotals, extra services and taxes, to access it, go to main menu **Report/Daily Revenues Forecast**.

    Next is a window where you can select the dates range which you want the information, for stays or reservations that hasn't checked in at the hotel, when you press *Generate* button you will obtain the required report. If you want to print, only need to press the *Print* button.

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Daily Revenues Forecast

Print Date:	Tuesday, 28 January 2014			From:	1/14/2014	To:	1/28/2014	

Date	Lodging Services	IGV	IGV2	IGV3	Extra Services	Extra Serv. Tax	Tax Total	Total
1/14/2014	S/.84,75	S/.15,25	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.15,25	S/.100,00
1/15/2014	S/.84,75	S/.15,25	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.15,25	S/.100,00
1/16/2014	S/.338,99	S/.61,01	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.61,01	S/.400,00
1/17/2014	S/.338,99	S/.61,01	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.61,01	S/.400,00
1/18/2014	S/.338,99	S/.61,01	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.61,01	S/.400,00
1/19/2014	S/.338,99	S/.61,01	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.61,01	S/.400,00
1/20/2014	S/.84,75	S/.15,25	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.15,25	S/.100,00
1/21/2014	S/.720,32	S/.129,68	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.129,68	S/.850,00
1/22/2014	S/.805,06	S/.144,94	S/.0,00	S/.0,00	S/.101,69	S/.18,30	S/.163,24	S/.1.070,00
1/23/2014	S/.805,06	S/.144,94	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.144,94	S/.950,00
1/24/2014	S/.805,06	S/.144,94	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.144,94	S/.950,00
1/25/2014	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.0,00
1/26/2014	S/.67,80	S/.12,20	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.12,20	S/.80,00
1/27/2014	S/.491,53	S/.88,47	S/.0,00	S/.0,00	S/.0,00	S/.0,00	S/.88,47	S/.580,00
1/28/2014	S/.1.999,96	S/.360,04	S/.0,00	S/.0,00	S/.355,06	S/.63,91	S/.423,95	S/.2.779,00
Total:	**S/.7.305,00**	**S/.1.315,00**	**S/.0,00**	**S/.0,00**	**S/.456,75**	**S/.82,21**	**S/.1.397,21**	**S/.9.159,00**

- **Occupancy per Day**

    This option displays rooms' occupancy percentage of the hotel, detailed by days according de date range selected, which is very useful for measuring your business performance, to access it go to main menu **Report/Occupancy per Day**.

    Next is a window where you can select the dates range which you want the information and when you press *Generate* button you will obtain the required report. If you want to print, only need to press the *Print* button.

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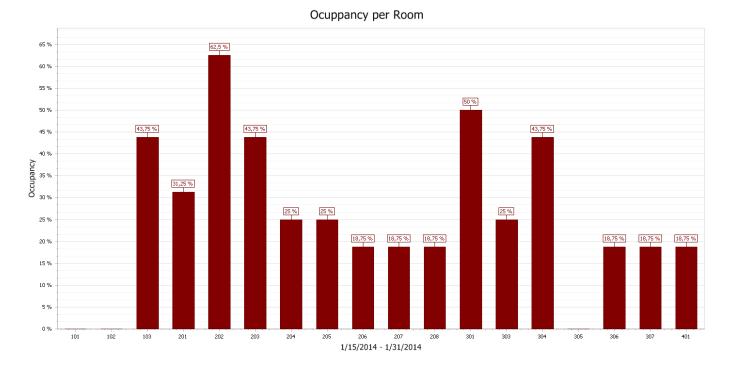
Occupancy per day

Print Date: Tuesday, 28 January 2014   **From:** 1/14/2014   **To:** 2/2/2014

Date	Occupied Rooms	PAX	Available Rooms	Locked Rooms	Reserved Room	% Occupancy
1/14/2014	1	1	17	0	0	5,56 %
1/15/2014	1	1	17	0	0	5,56 %
1/16/2014	3	3	15	0	0	16,67 %
1/17/2014	3	3	15	0	0	16,67 %
1/18/2014	3	3	15	0	0	16,67 %
1/19/2014	3	3	15	0	0	16,67 %
1/20/2014	1	1	17	0	0	5,56 %
1/21/2014	7	7	11	0	0	38,89 %
1/22/2014	7	7	11	0	0	38,89 %
1/23/2014	7	7	11	0	0	38,89 %
1/24/2014	7	7	11	0	0	38,89 %
1/25/2014	1	1	17	0	0	5,56 %
1/26/2014	2	2	15	0	1	11,11 %
1/27/2014	4	5	13	0	1	22,22 %
1/28/2014	13	13	1	0	4	72,22 %
1/29/2014	13	13	0	1	4	72,22 %
1/30/2014	11	11	2	1	4	61,11 %
1/31/2014	10	10	3	1	4	55,56 %
2/1/2014	1	0	16	1	0	5,56 %
2/2/2014	1	0	16	1	0	5,56 %
Total:	**99**	**98**	**238**	**5**	**18**	**27,50 %**

- **Occupancy per Room**

    This option displays graphically on a time scale the hotel rooms occupancy percentage, defined in a date range, which is very useful for measuring your business performance, to access it go to main menu **Report/Occupancy per Room**.

    Next is a window where you can select the dates range which you want the information and when you press **Generate** button you will obtain the required report. If you want to print, only need to press the **Print** button.

Ocuppancy per Room

1/15/2014 - 1/31/2014

- **Daily Summary**

    This option gives you a detailed report containing a summary of the selected day about hotel occupancy, services payments from clients, to access it, go to main menu **Report/Daily Summary**.

    Next is a window where you can select the day you want the information and when you press *Generate* button you will obtain the required report. If you want to print, only need to press the *Print* button.

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Daily Summary

| **Print Date:** | Tuesday, 28 January 2014 | | | **Summary of the day:** | 1/28/2014 | | | | | | |

Room	Client	Adults	Children	Entrance	Departure	Nights	Check out	Amount	Paid	Balance
203	Aldo Mark Hualpa Borda	1	0	1/28/2014	2/1/2014	4	No	S/.534,00	S/.54,00	S/.480,00
206	Aldo Mark Hualpa Borda	1	0	1/28/2014	2/1/2014	4	No	S/.521,00	S/.41,00	S/.480,00
207	Aldo Mark Hualpa Borda	1	0	1/28/2014	2/1/2014	4	No	S/.800,00	S/.800,00	S/.0,00
306	Adolfo Orlando Menares Rubilar	1	0	1/28/2014	2/1/2014	4	No	S/.328,00	S/.0,00	S/.328,00
401	Adolfo Orlando Menares Rubilar	1	0	1/28/2014	2/1/2014	4	No	S/.480,00	S/.0,00	S/.480,00
304	Adolfo Orlando Menares Rubilar	1	0	1/28/2014	2/1/2014	4	No	S/.480,00	S/.480,00	S/.0,00
307	Adolfo Orlando Menares Rubilar	1	0	1/28/2014	2/1/2014	4	No	S/.800,00	S/.0,00	S/.800,00
Occupied Rooms:	7	**Clients at the hotel:**	7					**S/.3.943,00**	**S/.1.375,00**	**S/.2.568,00**

Payments

Payment Type	Date	Client	Comments	Total	Base Total
NS					
EFECTIVO	1/28/2014	Aldo Mark Hualpa Borda		S/. 54,00	S/.54,00
EFECTIVO	1/28/2014	Aldo Mark Hualpa Borda		S/. 41,00	S/.41,00
EFECTIVO	1/28/2014	Aldo Mark Hualpa Borda		S/. 100,00	S/.100,00
EFECTIVO	1/28/2014	Aldo Mark Hualpa Borda		S/. 700,00	S/.700,00
EFECTIVO	1/28/2014	Adolfo Orlando Menares Rubilar		S/. 480,00	S/.480,00
Total:					**S/.1.375,00**
Grand Total:					**S/.1.375,00**

- **Reservation List**

  This option gives you a detailed report from the list of all registered hotel reservations.

  Then you will see a window where you can view that report and will have the most common print and save in digital format options. This window is generated from the *Print* button in the previous window.

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Reservation List

Print Date: Tuesday, 28 January 2014   **From:** 2/1/2014   **To:** 2/1/2014

Id	Room Type	Room No.	Entrance	Departure	Adults	Children	Nights	Name	Last Name	Agency	Status	Check in	Amount	Payment	Balance
260	Suite King	201	1/28/2014	2/1/2014	1	0	4	Aldo Mark	Hualpa Borda	Tour Consultant PERU	Canceled	No	S/.800,00	S/.250,00	S/.550,00
264	Matrimonial	203	1/28/2014	2/1/2014	0	0	4	Aldo Mark	Hualpa Borda	N/A	Canceled	Yes	S/.480,00	S/.480,00	S/.0,00
265	Matrimonial	206	1/28/2014	2/1/2014	0	0	4	Aldo Mark	Hualpa Borda	N/A	Canceled	Yes	S/.480,00	S/.70,00	S/.410,00
266	Suite King	207	1/28/2014	2/1/2014	0	0	4	Aldo Mark	Hualpa Borda	N/A	Canceled	Yes	S/.800,00	S/.0,00	S/.800,00
270	Simple	306	1/28/2014	2/1/2014	0	0	4	Adolfo Orlando	Menares Rubilar	N/A	Canceled	Yes	S/.280,00	S/.0,00	S/.280,00
271	Matrimonial	401	1/28/2014	2/1/2014	0	0	4	Adolfo Orlando	Menares Rubilar	N/A	Canceled	Yes	S/.480,00	S/.0,00	S/.480,00
272	Matrimonial	304	1/28/2014	2/1/2014	0	0	4	Adolfo Orlando	Menares Rubilar	N/A	Canceled	Yes	S/.480,00	S/.0,00	S/.480,00
273	Suite King	307	1/28/2014	2/1/2014	0	0	4	Adolfo Orlando	Menares Rubilar	N/A	Canceled	Yes	S/.800,00	S/.0,00	S/.800,00
274	Suite King	102	1/30/2014	2/1/2014	1	0	2	Alejandrina	Rivera Barcena	N/A	Canceled	No	S/.400,00	S/.0,00	S/.400,00
275	Suite King	201	1/30/2014	2/3/2014	1	0	4	Abigail Annie	Furnish	N/A	Canceled	No	S/.800,00	S/.0,00	S/.800,00
276	Matrimonial	203	2/1/2014	2/4/2014	2	0	3	Alexis	Cardenas	N/A	Canceled	No	S/.360,00	S/.0,00	S/.360,00
277	Simple	205	1/29/2014	2/3/2014	1	0	5	Alvaro	Aliende Nishikawa	N/A	Canceled	No	S/.350,00	S/.0,00	S/.350,00
278	Simple	208	1/28/2014	2/2/2014	1	0	5	Albertina	Kameya Kameya	N/A	Confirmed	Yes	S/.350,00	S/.0,00	S/.350,00
279	Matrimonial	305	1/28/2014	2/4/2014	1	0	7	Augusto	Wong Wong	N/A	Confirmed	No	S/.840,00	S/.0,00	S/.840,00
299	Matrimonial	204	1/28/2014	2/1/2014	1	0	4	Aldo Mark	Hualpa Borda	privatehouses.com	Confirmed	No	S/.480,00	S/.480,00	S/.0,00
300	Matrimonial	303	1/28/2014	2/1/2014	1	0	4	Aldo Mark	Hualpa Borda	privatehouses.com	Confirmed	No	S/.480,00	S/.480,00	S/.0,00
301	Simple	205	1/28/2014	2/1/2014	1	0	4	Aldo Mark	Hualpa Borda	privatehouses.com	Confirmed	No	S/.280,00	S/.280,00	S/.0,00
302	Suite King	102	1/28/2014	2/1/2014	1	0	4	Aldo Mark	Hualpa Borda	privatehouses.com	Confirmed	No	S/.800,00	S/.800,00	S/.0,00
303	Suite King	201	1/28/2014	2/1/2014	1	0	4	Aldo Mark	Hualpa Borda	privatehouses.com	Confirmed	No	S/.800,00	S/.800,00	S/.0,00

Total: 19 | | | | | | | | | | | | | **S/.10.540,00** | **S/.3.640,00** | **S/.6.900,00**

- **Guests List**

  This option gives you a detailed report from the list of all registered hotel guests; also you can view hotel current guests.

  Then you will see a window where you can view that report and will have the most common print and save in digital format options. This window is generated from the **Print** button in the previous window.

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Guest List

Print Date: Tuesday, 28 January 2014   **From:** 1/28/2014   **To:** 1/28/2014

Room	Id. Number	Name	Last Name	Country	Entrance	Departure	Agency
203	40072249	Aldo Mark	Hualpa Borda	Peru	1/28/2014	2/1/2014	privatehouses.com
206	40072249	Aldo Mark	Hualpa Borda	Peru	1/28/2014	2/1/2014	privatehouses.com
207	40072249	Aldo Mark	Hualpa Borda	Peru	1/28/2014	2/1/2014	privatehouses.com
306	14.821.277-5	Adolfo Orlando	Menares Rubilar	Chile	1/28/2014	2/1/2014	travel.booking.com
401	14.821.277-5	Adolfo Orlando	Menares Rubilar	Chile	1/28/2014	2/1/2014	travel.booking.com
304	14.821.277-5	Adolfo Orlando	Menares Rubilar	Chile	1/28/2014	2/1/2014	travel.booking.com
307	14.821.277-5	Adolfo Orlando	Menares Rubilar	Chile	1/28/2014	2/1/2014	travel.booking.com
103	A11969632	Alberto	Mañanes Prieto	España	1/27/2014	1/30/2014	N/A
201, 202	---	Alfredo	Chumbile Pariona	Peru	1/27/2014	2/1/2014	N/A
208	06756224	Albertina	Kameya Kameya	Peru	1/28/2014	2/1/2014	N/A
301	40072249	Aldo Mark	Hualpa Borda	Peru	1/27/2014	1/31/2014	N/A

Total: | | | | | | **11** |

- **Stay List**

  This option gives you a detailed report from the list of all registered hotel stays.

  Then you will see a window where you can view that report and will have the most common print and save in digital format options. This window is generated from the *Print* button in the previous window.

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Stay List

Print Date:	Tuesday, 28 January 2014						From: 1/28/2014	To: 1/28/2014				
Id	**Room Type**	**Room**	**Entrance**	**Departure**	**Adults**	**Children**	**Nights**	**Name**	**Last Name**	**Agency**	**Amount**	**Payment**	**Balance**
206	Matrimonial	203	1/28/2014	2/1/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	privatehouses.com	S/.480,00	S/.480,00	S/.0,00
207	Matrimonial	206	1/28/2014	2/1/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	privatehouses.com	S/.480,00	S/.480,00	S/.0,00
208	Suite King	207	1/28/2014	2/1/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	privatehouses.com	S/.800,00	S/.800,00	S/.0,00
210	Simple	306	1/28/2014	2/1/2014	1	0	4	Adolfo Orlando Menares Rubilar	Menares Rubilar	travel.booking.com	S/.280,00	S/.0,00	S/.280,00
211	Matrimonial	401	1/28/2014	2/1/2014	1	0	4	Adolfo Orlando Menares Rubilar	Menares Rubilar	travel.booking.com	S/.480,00	S/.0,00	S/.480,00
212	Matrimonial	304	1/28/2014	2/1/2014	1	0	4	Adolfo Orlando Menares Rubilar	Menares Rubilar	travel.booking.com	S/.480,00	S/.0,00	S/.480,00
213	Suite King	307	1/28/2014	2/1/2014	1	0	4	Adolfo Orlando Menares Rubilar	Menares Rubilar	travel.booking.com	S/.800,00	S/.0,00	S/.800,00
214	Triple	103	1/27/2014	1/30/2014	1	0	3	Alberto Mañanes Prieto	Mañanes Prieto	N/A	S/.300,00	S/.0,00	S/.300,00
215	Suite King	201, 202	1/27/2014	2/1/2014	2	0	5	Alberto Mañanes Prieto	Mañanes Prieto	N/A	S/.1.019,00	S/.1.019,00	S/.0,00
216	Simple	208	1/28/2014	2/1/2014	1	0	4	Albertina Kameya Kameya	Kameya Kameya	N/A	S/.440,00	S/.440,00	S/.0,00
217	Suite Doble	301	1/27/2014	1/31/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	N/A	S/.920,00	S/.920,00	S/.0,00
Total:	**11**										**S/.6.479,00**	**S/.4.139,00**	**S/.2.340,00**

- **Guests Check-in**

  This option gives you a detailed report from the list of anticipation guests' entry at the hotel.

  Then you will see a window where you can view that report and will have the most common print and save in digital format options. This window is generated from the *Print* button in the previous window.

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Guest entrance

Print Date: Tuesday, 28 January 2014   **From:** 1/1/2014   **To:** 2/15/2014

Id	Room Type	Room No.	Entrance	Departure	Adults	Children	Nights	Name	Last Name	Agency	Status	Check in	Amount	Payment	Balance
256	Suite King	102	1/22/2014	1/25/2014	1	0	3	Aldo Mark	Hualpa Borda	N/A	Confirmed	No	S/.600,00	S/.0,00	S/.600,00
279	Matrimonial	305	1/28/2014	2/4/2014	1	0	7	Augusto	Wong Wong	N/A	Confirmed	No	S/.840,00	S/.0,00	S/.840,00
292	Doble	101	1/26/2014	1/28/2014	1	0	2	Alfredo	Chumbile Pariona	N/A	Confirmed	No	S/.160,00	S/.0,00	S/.160,00
299	Matrimonial	204	1/28/2014	2/1/2014	1	0	4	Aldo Mark	Hualpa Borda	privatehouses.com	Confirmed	No	S/.480,00	S/.480,00	S/.0,00
300	Matrimonial	303	1/28/2014	2/1/2014	1	0	4	Aldo Mark	Hualpa Borda	privatehouses.com	Confirmed	No	S/.480,00	S/.480,00	S/.0,00
301	Simple	205	1/28/2014	2/1/2014	1	0	4	Aldo Mark	Hualpa Borda	privatehouses.com	Confirmed	No	S/.280,00	S/.280,00	S/.0,00
302	Suite King	102	1/28/2014	2/1/2014	1	0	4	Aldo Mark	Hualpa Borda	privatehouses.com	Confirmed	No	S/.800,00	S/.800,00	S/.0,00
303	Suite King	201	1/28/2014	2/1/2014	1	0	4	Aldo Mark	Hualpa Borda	privatehouses.com	Confirmed	No	S/.800,00	S/.800,00	S/.0,00
Total: 8													**S/.4.440,00**	**S/.2.840,00**	**S/.1.600,00**

- **Guests Check-out**

    This option gives you a detailed report from the list of anticipation guests' exit from the hotel.

    Then you will see a window where you can view that report and will have the most common print and save in digital format options. This window is generated from the *Print* button in the previous window.

Stays

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Guest departure:

Print Date: Tuesday, 28 January 2014   **From:** 1/28/2014   **To:** 2/15/2014

Id	Room Type	Room	Entrance	Departure	Adults	Children	Nights	Name	Last Name	Agency	Amount	Payment	Balance
206	Matrimonial	203	1/28/2014	2/1/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	privatehouses.com	S/.480,00	S/.480,00	S/.0,00
207	Matrimonial	206	1/28/2014	2/1/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	privatehouses.com	S/.480,00	S/.480,00	S/.0,00
208	Suite King	207	1/28/2014	2/1/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	privatehouses.com	S/.800,00	S/.800,00	S/.0,00
210	Simple	306	1/28/2014	2/1/2014	1	0	4	Adolfo Orlando Menares Rubilar	Menares Rubilar	travel.booking.com	S/.280,00	S/.0,00	S/.280,00
211	Matrimonial	401	1/28/2014	2/1/2014	1	0	4	Adolfo Orlando Menares Rubilar	Menares Rubilar	travel.booking.com	S/.480,00	S/.0,00	S/.480,00
212	Matrimonial	304	1/28/2014	2/1/2014	1	0	4	Adolfo Orlando Menares Rubilar	Menares Rubilar	travel.booking.com	S/.480,00	S/.0,00	S/.480,00
213	Suite King	307	1/28/2014	2/1/2014	1	0	4	Adolfo Orlando Menares Rubilar	Menares Rubilar	travel.booking.com	S/.800,00	S/.0,00	S/.800,00
214	Triple	103	1/27/2014	1/30/2014	1	0	3	Alberto Mañanes Prieto	Mañanes Prieto	N/A	S/.300,00	S/.0,00	S/.300,00
215	Suite King	201, 202	1/27/2014	2/1/2014	2	0	5	Alberto Mañanes Prieto	Mañanes Prieto	N/A	S/.1.019,00	S/.1.019,00	S/.0,00
216	Simple	208	1/28/2014	2/1/2014	1	0	4	Albertina Kameya Kameya	Kameya Kameya	N/A	S/.440,00	S/.440,00	S/.0,00
217	Suite Doble	301	1/27/2014	1/31/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	N/A	S/.920,00	S/.920,00	S/.0,00
Total: 11											**S/.6.479,00**	**S/.4.139,00**	**S/.2.340,00**

Reservations

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Guest departure:

Print Date:	Tuesday, 28 January 2014						**From:** 1/14/2014	**To:** 2/15/2014				
Id	**Room Type**	**Room**	**Entrance**	**Departure**	**Adults**	**Children**	**Nights**	**Name**	**Last Name**	**Agency**	**Amount**	**Payment**	**Balance**
256	Suite King	102	1/22/2014	1/25/2014	1	0	3	Aldo Mark Hualpa Borda	Hualpa Borda	N/A	S/.600,00	S/.0,00	S/.600,00
279	Matrimonial	305	1/28/2014	2/4/2014	1	0	7	Augusto Wong Wong	Wong Wong	N/A	S/.840,00	S/.0,00	S/.840,00
292	Doble	101	1/26/2014	1/28/2014	1	0	2	Alfredo Chumbile Pariona	Chumbile Pariona	N/A	S/.160,00	S/.0,00	S/.160,00
299	Matrimonial	204	1/28/2014	2/1/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	privatehouses.com	S/.480,00	S/.480,00	S/.0,00
300	Matrimonial	303	1/28/2014	2/1/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	privatehouses.com	S/.480,00	S/.480,00	S/.0,00
301	Simple	205	1/28/2014	2/1/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	privatehouses.com	S/.280,00	S/.280,00	S/.0,00
302	Suite King	102	1/28/2014	2/1/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	privatehouses.com	S/.800,00	S/.800,00	S/.0,00
303	Suite King	201	1/28/2014	2/1/2014	1	0	4	Aldo Mark Hualpa Borda	Hualpa Borda	privatehouses.com	S/.800,00	S/.800,00	S/.0,00
Total:	**8**										**S/.4.440,00**	**S/.2.840,00**	**S/.1.600,00**

Other options

The options described here are not visible from the system main menu and you can´t access them via shortcuts but are shown from the secondary menu inside the lists offered by the application in several features.

- **View stay card**

    This option allows you to view a summary of the data composing a stay and also modify them, to access it do right-click on a stay and choose **View card** option. Then a window will be displayed with some tabs.
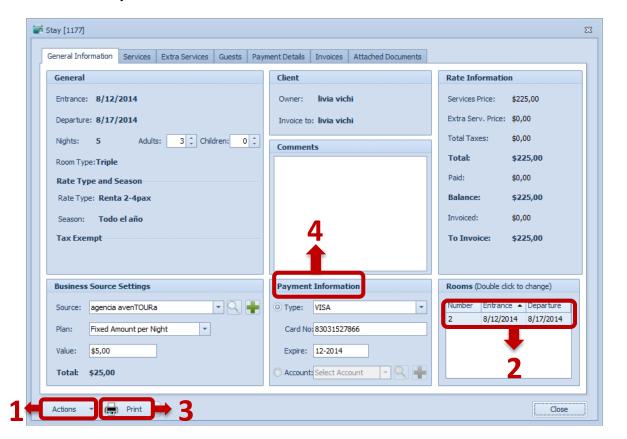
    The **General** tab shows the relevant information related to the data rate: amount, taxes and total payable by client. It also presents information about currency transactions, such as money paid and pending to invoice.

    It presents information about dates range, room type, room, season, exempt taxes, as well as the owner of the stay and the stay invoice recipient.
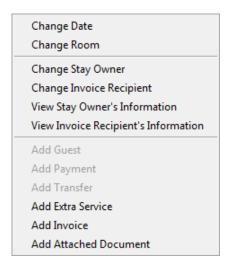
    As well as modify the business source and establish a commission plan (or select one if necessary) and also writing comment.

    Also you can perform the following actions:

    1. Actions button
    2. Change room
    3. Print stay card info report and registration form
    4. Payment information

1. Actions button

- **Change dates**
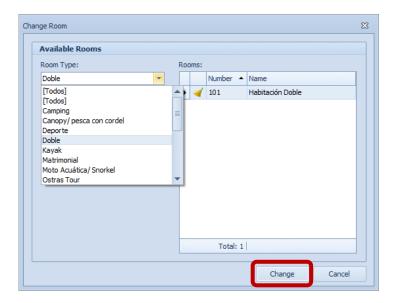
When you press this button the system displays a window that allows you to change dates and lodging services are added automatically again for the appropriate days.

The system verifies current room availability, in case room is not available, user will be notify and a window will be show with the **Available Rooms** (see other option/View stay card/Change Room) section. After selecting the room the **Services** tab will be activated**,** where services are added for the selected days (if you set up a longer stay) and also modify the existing ones (see Other options/View stay card/Modify services) section.

- **Change room**

When you press this button the system will show you a window where is displayed the available rooms (right) depending on the room type you selected (left). If there are no rooms available the application provides the ability to locate the stay in multiple rooms. Once selection is done press the **Change** button located on the bottom right of the window. If room is dirty in the moment of changing, system shows the icon in the list and alerts the user if he/she continues later to change to a dirty room.

- **Change Stay Owner**

When you press this button the system shows you the list of hotel clients and gives you the ability to select the existing ones and also add a new one.

To view the actions taken from the buttons in area **1** go to main menu options ***Configuration/Clients*** section. To select an existing client, check the one you want and press the ***Accept*** button (**2**), located at the bottom right of the window.

- **Change Invoice Recipient**

When you press this button the system shows you the list of hotel clients and gives you the ability to select the existing ones and also add a new one.

To view the actions taken from the buttons in area **1** go to main menu options ***Configuration/Clients*** section. To select an existing client, check the one you want and press the ***Accept*** button (**2**), located at the bottom right of the window.

- **View Stay Owner's Information**

When you press this button the system shows you a window with client's data and allows you modify them. To keep the changes click on the ***Save*** button, located at the bottom right of the window.

- **View Invoice Recipient's Information**

When you press this button the system shows you a window with client's data and allows you modify them. To keep the changes click on the **Save** button, located at the bottom right of the window.

- **Add Guest**

When you press this button the system shows you the list of hotel clients and gives you the ability to select the existing ones and also add a new one.

To view the actions taken from the buttons in area **1** go to main menu options *Configuration/Clients* section. To select an existing client, check the one you want and press the *Accept* button (**2**), located at the bottom right of the window.

- **Add Payment**
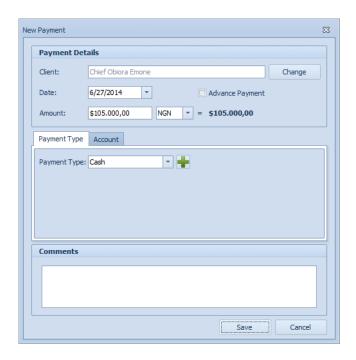
Here you are able to change the payment owner, appears the stay owner by default.

Automatically the payment amount showed is the total unpaid money of the stay, it can be also modified.

You can select the payment method, directly or making a transaction through an account in the system.

You can pay the charges in main currency or any alternative currency established in the system.
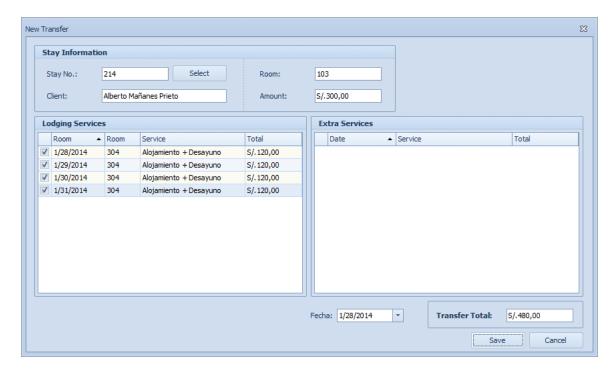
Payment type is established with the ability to mark if it is an advance payment or not.
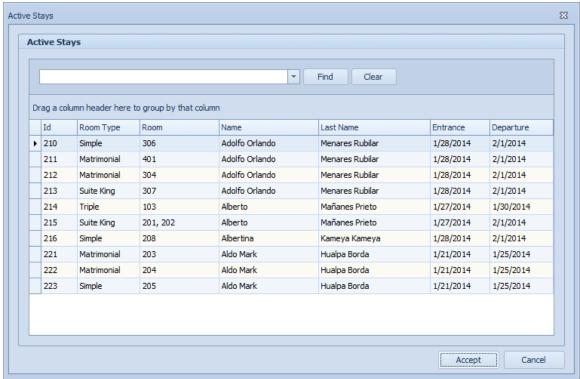
- **Add Transfer**

The system shows a window, where lodging and/or extra services composing the transfer are selected, it is necessary to obtain information from *active stay* who will assume payments of them by pressing *select* button.
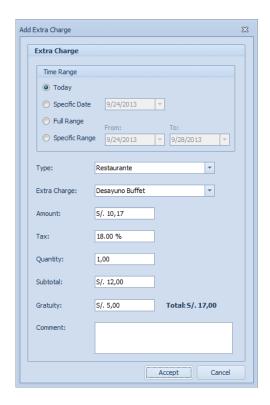
Once new transfer is saved, the selected services will appear as paid in current stay, by adding automatically a payment in *payment details* tab and they are added as well as an extra service in *active stay* who assume payment of them, being necessary that client who assumed those services, pay for them lately.

New Transfer

Stay Information

Stay No.: 214 [Select]	Room: 103
Client: Alberto Mañanes Prieto	Amount: S/.300,00

Lodging Services

	Room ▲	Room	Service	Total
✓	1/28/2014	304	Alojamiento + Desayuno	S/.120,00
✓	1/29/2014	304	Alojamiento + Desayuno	S/.120,00
✓	1/30/2014	304	Alojamiento + Desayuno	S/.120,00
✓	1/31/2014	304	Alojamiento + Desayuno	S/.120,00

Extra Services

Date ▲	Service	Total

Fecha: 1/28/2014 ▼   **Transfer Total:** S/.480,00

[Save] [Cancel]

Active Stays

Active Stays

[_____] ▼ [Find] [Clear]

Drag a column header here to group by that column

Id	Room Type	Room	Name	Last Name	Entrance	Departure
▶ 210	Simple	306	Adolfo Orlando	Menares Rubilar	1/28/2014	2/1/2014
211	Matrimonial	401	Adolfo Orlando	Menares Rubilar	1/28/2014	2/1/2014
212	Matrimonial	304	Adolfo Orlando	Menares Rubilar	1/28/2014	2/1/2014
213	Suite King	307	Adolfo Orlando	Menares Rubilar	1/28/2014	2/1/2014
214	Triple	103	Alberto	Mañanes Prieto	1/27/2014	1/30/2014
215	Suite King	201, 202	Alberto	Mañanes Prieto	1/27/2014	2/1/2014
216	Simple	208	Albertina	Kameya Kameya	1/28/2014	2/1/2014
221	Matrimonial	203	Aldo Mark	Hualpa Borda	1/21/2014	1/25/2014
222	Matrimonial	204	Aldo Mark	Hualpa Borda	1/21/2014	1/25/2014
223	Simple	205	Aldo Mark	Hualpa Borda	1/21/2014	1/25/2014

[Accept] [Cancel]

- **Add Extra Service**

Next a window will appear allowing you to specify the required data.

A window will appear with the available services, select the one you want, you can add services for the full range of dates or individually, as well as setting a price manually without taking into account the previously defined service in the system, also gratuity can be specify.

- **Add Invoice**
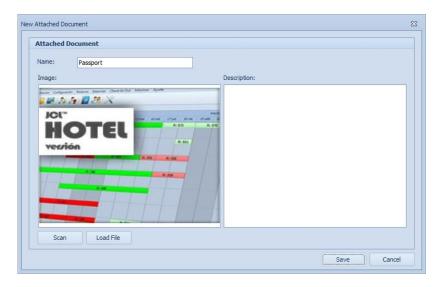
It opens the window shown below:

Here you are able to change the invoice owner, appears the stay owner by default. It takes into account or not in the moment of creating the invoice: payments made, lodging services, and/or extra services. You can invoice the total or part of them.
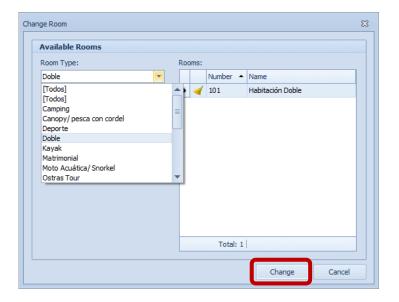
- **Add Attached Document**

You can scan or upload to the system, images in the most common formats, to attach them as extra data to the stay as shown next:

2. Change Room

When you double click over the room the system will show you a window where is displayed the available rooms (right) depending on the room type you selected (left). If there are no rooms available the application provides the ability to locate the stay in multiple rooms. Once selection is done press the ***Change*** button located on the bottom right of the window. If room is dirty in the moment of changing, system shows the icon in the list and alerts the user if he/she continues later to change to a dirty room.

3. Print stay information and registration form report

When you press the **_print_** button in the stay card you can select 2 kinds of reports: registration form and stay information. For stay information report appears a window that allows you to configure the data that will be included in the report lately as shown below:

JCL HOTEL
Caribbean Route...!
San Martín, Mz H Lt 14, Madrid, Monterrey, 11300, Estados Unidos
Registration No. 1: ISBN-830584654
Phone: +485-205-3461 : E-mail: support@jclteam.com : Website: http://jclteam.com/

Registration Form

Stay No.	: 215		Entrance	: 1/27/2014
Room	: 201, 202		Departure	: 2/1/2014
Room Type	: Matrimonial		Adults/Children	: 2/0
Business Source	: Travels Tours Chile			

Comments			
Name	Alberto	Rate Type	Alojamiento + Desayuno
Last Name	Mañanes Prieto	Season	Rack
Address		Service Amount	S/.711,85
		Tax Total	S/.128,15
		Total	S/.1.019,00
		Payment Total	S/.1.019,00
	España		
Birth Date	12/10/1977		
Phone	+34690630115		
Cell Phone			
E-mail	alberto.mananes@gl-gerradhassan.com		
Identification		**(Client Signature)**	
Id. Type	DNI		
Id. Number	A11969632		

NOTICE TO GUEST: The hotel is not responsible for any lost articles, misplacement of money, jewelry or other valuables

JCL HOTEL
Caribbean Route...!
San Martín, Mz H Lt 14, Madrid, Monterrey, 11300, Estados Unidos
Registration No. 1:ISBN-830584654
Phone: +485-205-3461 : E-mail: support@jclteam.com : Website:http://jclteam.com/

Stay Information

Stay No.	: 215		**Entrance**	: 1/27/2014
Room	: 201, 202		**Departure**	: 2/1/2014
Room Type	: Matrimonial		**Adults/Children**	: 2/0
Business Source	: Travels Tours Chile			

Comments			
Name	Alberto	**Birth Date**	12/10/1977
Last Name	Mañanes Prieto	**Phone**	+34690630115
Address		**Cell Phone**	
		E-Mail	alberto.mananes@gl-gerradhassan.com
		Identification	
		Id. Type	DNI
		Id. Number	A11969632
	España		

Invoice to: : Alberto Mañanes Prieto

Services

Date	Name	Subtotal	IGV	IGV2	IGV3	Tax Total	Amount
1/27/2014	Alojamiento + Desayuno	S/.169,49	S/.30,51	S/.0,00	S/.0,00	S/.30,51	S/.200,00
1/28/2014	Alojamiento + Desayuno	S/.169,49	S/.30,51	S/.0,00	S/.0,00	S/.30,51	S/.200,00
1/29/2014	Alojamiento + Desayuno	S/.169,49	S/.30,51	S/.0,00	S/.0,00	S/.30,51	S/.200,00
1/30/2014	Alojamiento + Desayuno	S/.101,69	S/.18,31	S/.0,00	S/.0,00	S/.18,31	S/.120,00
1/31/2014	Alojamiento + Desayuno	S/.101,69	S/.18,31	S/.0,00	S/.0,00	S/.18,31	S/.120,00
Total:		**S/.711,85**	**S/.128,15**	**S/.0,00**	**S/.0,00**	**S/.128,15**	**S/.840,00**

Extra Services

Date	Service	Comment	Price	Quantity	Tax	Gratuity	Total
1/28/2014	Zodiac 50mx4		S/.101,69	1	S/.18,30	S/.0,00	S/.120,00
Total:			**S/.151,68**		**S/.27,30**	**S/.0,00**	**S/.179,00**

Payment Details

Date	Payment Type	Client	Ad. Pay.	Comments	Total	Base Total
1/28/2014	EFECTIVO	Alberto Mañanes Prieto	No		S/. 840,00	S/.840,00
1/28/2014	EFECTIVO	Alberto Mañanes Prieto	No		S/. 120,00	S/.120,00
1/28/2014	EFECTIVO	Alberto Mañanes Prieto	No		S/. 59,00	S/.59,00
Total:						**S/.1.019,00**

Invoices

Date	Client	Room Serv.	Extra Serv.	Payment Total	Balance
1/28/2014	Alberto Mañanes Prieto	S/.840,00	S/.179,00	S/.1.019,00	S/.0,00
Total:		**S/.840,00**	**S/.179,00**	**S/.1.019,00**	**S/.0,00**

Guests

Id. Type	Id. Number	Name	Last Name	Country	Birth Date
DNI	---	Alfredo	Chumbile Pariona	Peru	1/9/2013
Total:					**1**
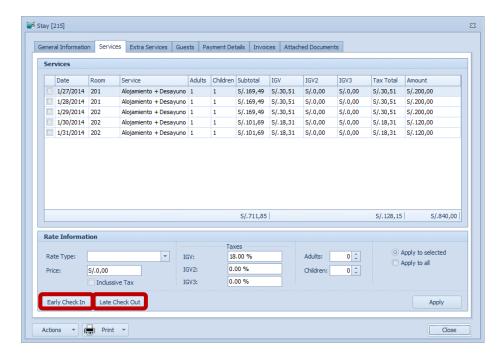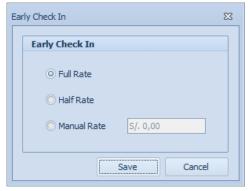
Lodging Services:	S/.711,85
IGV:	S/.128,15
IGV2:	S/.0,00
IGV3:	S/.0,00
Extra Services:	S/.151,70
Tax:	S/.27,30
Gratuity:	S/.0,00
Total:	S/.1.019,00
Payment:	S/.1.019,00
Balance:	S/.0,00
Invoiced:	S/.1.019,00
To Invoice:	S/.0,00

4. Payment Information

When the stay is formed, we can take the data from the form of payment that the customer will pay, example the data from credit card, and be able to charge in case of no show. When you are adding a new payment, it takes the information previously established by default, but you can change it on the spot.
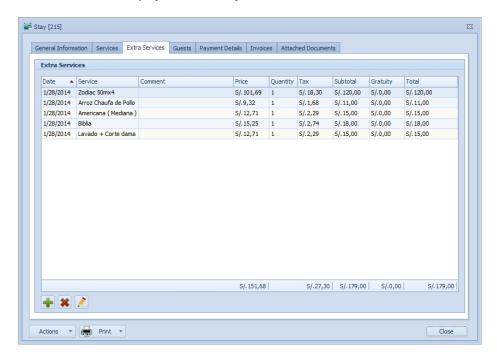
Also in the **Services** tab of the **Stay card** you can modify the lodging services assigned to the different days of stay, different types of taxes, as well as add early check-in and late check-out services as shown in images below:

In the **Extra Services** tab you can put other type of services; all of them will be included in the final payment of stay.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add extra service to stay:**
  To create an extra service press the **new extra service** button, next a window will appear allowing you to specify the required data.

A window will appear with the available services, select the one you want, you can add services for the full range of dates or individually, as well as setting a price manually without taking into account the previously defined service in the system, also gratuity can be specify.

Here also appear the charges to rooms made in *JCL POS*, these services coming from that system cannot be modified and / or remove here, for this you must cancel the corresponding receipt in the receipt center of that system.

- **Edit extra service:**
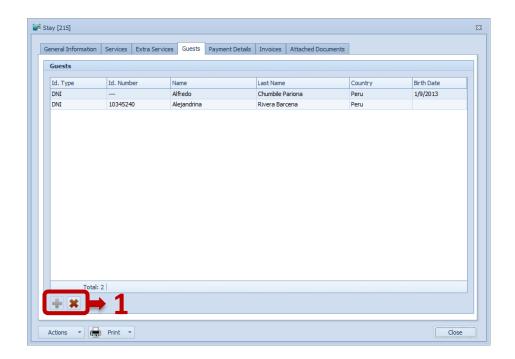
  To edit double-click on an extra service from the list or select it and press the **Edit extra service** button, a window will be displayed allowing you to modify the data.

- **Delete extra service:**

  To delete select an extra service from the list and press the **Delete extra service** button or right-click on it and choose **Delete** option.

In the *Guests* tab from the buttons in area **1** you can perform the following actions:

Add guest to stay:
Watch Other options/View stay card/Change Stay Owner section.
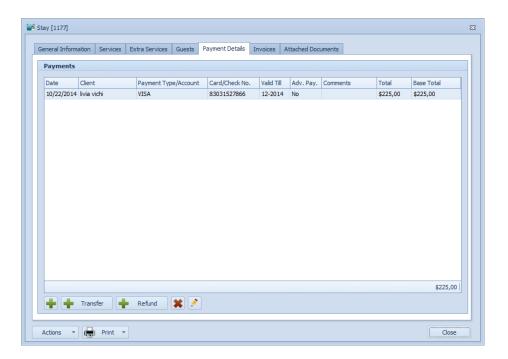
Delete guest from stay:
To delete select a guest from the list and press the ***Delete guest*** button.
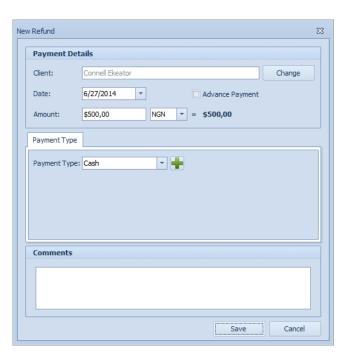
The ***Payment Details*** tab of ***stay card*** displays information of interest about the money deposits made by client for the contracted services, it can be one or multiple of them.

Also is allowed to make a transfer of payments to other stay in the system, a refund of money to client, delete payment in case hasn't been settled in a cash box closing and allow to edit the options of it.
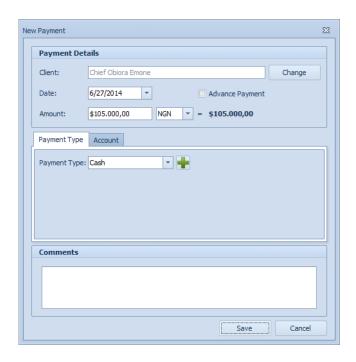
- **Refund:**

- **Add payment:**
  To add a payment press **add payment** button, next a window will appear allowing you to specify the required data.

- **Delete payment:**
  To delete select a payment from the list and press **Delete payment** button or right-click on it and choose **Delete** option.
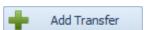
- **Edit Payment:**
  To view and edit double-click on a payment from the list or select it and press *Edit Payment* button, change the parameters you want and save changes.
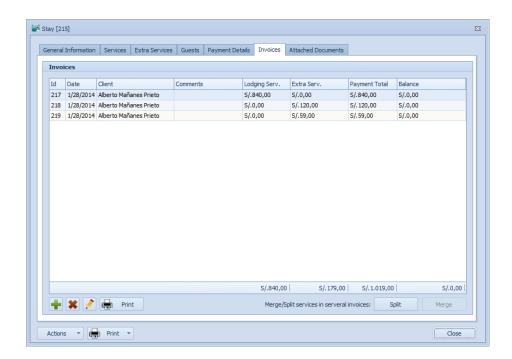
- **Add Transfer:**
  To add a transfer, press the **Add Transfer** button, next a window will appear allowing you to specify the required data, as shown in *Add Transfer* section of action button, explained previously.

The *Invoices* tab of *stay card* displays information of interest about the invoiced money charged on services, it collects information from advance payments and payment status of it.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add Invoice:**

  Go to *Add Invoice* section of action button, explained previously.

- **Edit Invoice:**

  To edit double-click on an invoice from the list or select it and press the **Edit Invoice** button, a window will be displayed allowing you to modify the data.

- **Delete Invoice:**

  To delete, select an invoice from the list and press the **Delete Invoice** button or right-click on it and choose **Delete** option.

- **Print Invoice:**

  To print select an invoice from the list and press the **Print Invoice** button, which can be through template 1 or template 2

Template 1:

JCL Hotel
Por la Ruta del Caribe...!
San Martin # 403, esq. Tejadillo, Monterrey, Estados Unidos
Phone: +537-863-2927 : E-mail: support@jclteam.com

Lic. 2269/14
Lic. 2269/14

Print Date:	6/5/2015 1:50:05 PM	**Invoice**	

Invoice No.	: INVN18	**Entrance**	: 5/28/2015
Client	: Patrik Campeau-Veys	**Departure**	: 6/4/2015
Passport	: GJ070077	**Adults/Children**	: 2/0
Address	: Canada	**Room**	: 5 - Doble 2 camas personal

Date	Service	Service Total	Payment Total
1/28/2014	Alojamiento + Desayuno	S/.80,00	
1/29/2014	Alojamiento + Desayuno	S/.80,00	
1/30/2014	Alojamiento + Desayuno	S/.80,00	
1/31/2014	Alojamiento + Desayuno	S/.80,00	
1/28/2014	Zodiac 50mx4	S/.120,00	
1/28/2014	EFECTIVO		S/.440,00
	Total:	S/.440,00	S/.440,00

Lodging Services:	S/.271,20
IGV:	S/.48,80
IGV2:	S/.0,00
IGV3:	S/.0,00
Extra Services:	S/.101,70
Tax:	S/.18,30
Gratuity:	S/.0,00
Total:	S/.440,00
Payment:	S/.440,00
Balance:	S/.0,00

Comments: :

NOTICE TO GUEST: The hotel is not responsible for any lost article, misplacement of money, jewelry or other valuables.

(Client Signature)

Template 2:

JCL Hotel
Por la Ruta del Caribe...!
San Martin # 403, esq. Tejadillo, Monterrey, Estados Unidos
Phone: +537-863-2927 :E-mail: support@jclteam.com

Lic. 2269/14
Lic. 2269/14

Invoice

INVN18

Print Date:	6/5/2015 1:53:43 PM

Client Information			
Name	: Patrik Campeau-Veys	Address	: Canada
Passport	: GJ070077	E-Mail	:
Phone	:		

Client Information			
Id. Type	: Pasaporte	Address	: Alemania
Identification	: B830315	Phone	:
Name	: Sra. Lisa Kramer	E-Mail	:

Lodging Services				
Date	Description	Price	Tax Total	Total
1/14/2015	Hospedaje c/ Comisión	$30,00	$7,17	$37,17
1/15/2015	Hospedaje c/ Comisión	$30,00	$7,17	$37,17
Total:		$60,00	$14,34	$74,34

Extra Services						
Date	Description	Price	Qty.	Tax Total	Gratuity	Total
1/17/2015	Desayuno buffet 1	$5,00	1	$0,00	$0,00	$5,00
1/15/2015	Desayuno Buffet 2	$4,00	1	$0,00	$0,00	$4,00
Total:		$9,00	2	$0,00	$0,00	$9,00

Total	
Lodging Services:	$60,00
Tax1:	$10,80
Tax2:	$3,54
Extra Services:	$9,00
Tax:	$0,00
Gratuity:	$0,00
Total:	**$83,34**
Payment:	$83,34
Balance:	$0,00

Total	: $230,00
In Words	: TWO HUNDRED AND THIRTY AND 0 / 100

NOTICE TO GUEST: The hotel is not responsible for any lost article, misplacement of money, jewelry or other valuables.
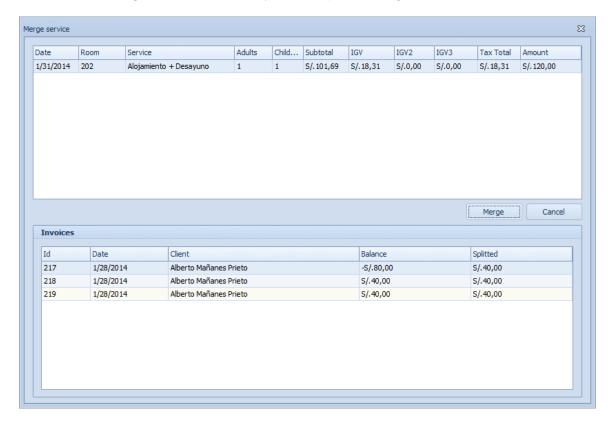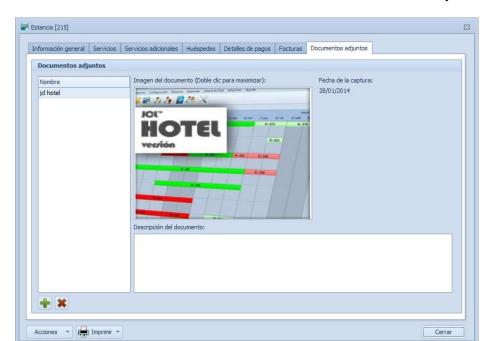
- **Split services in multiple invoices:**
  To perform a split into multiple invoices is needed that stay has 2 invoices created previously in the system at least. The goal of this function is to adjust all invoices using a customizable way, to do it press **Split** button.

Split Service

Date	Room	Service	Adults	Chil...	Subtotal	IGV	IGV2	IGV3	Tax Total	Amount	Invoice Id
1/27/2014	201	Alojamiento + Desayuno	1	1	S/.169,49	S/.30,51	S/.0,00	S/.0,00	S/.30,51	S/.200,00	217
1/28/2014	201	Alojamiento + Desayuno	1	1	S/.169,49	S/.30,51	S/.0,00	S/.0,00	S/.30,51	S/.200,00	217
1/29/2014	202	Alojamiento + Desayuno	1	1	S/.169,49	S/.30,51	S/.0,00	S/.0,00	S/.30,51	S/.200,00	217
1/30/2014	202	Alojamiento + Desayuno	1	1	S/.101,69	S/.18,31	S/.0,00	S/.0,00	S/.18,31	S/.120,00	217
1/31/2014	202	Alojamiento + Desayuno	1	1	S/.101,69	S/.18,31	S/.0,00	S/.0,00	S/.18,31	S/.120,00	217

Save | Cancel

Service Information

Name: Alojamiento + Desayuno
Subtotal: S/.169,49
IGV: S/.30,51
IGV2: S/.0,00
IGV3: S/.0,00
Amount: S/.200,00

Distribution: ⦿ Proportional ◯ Manual

	Id	Cliente	Balance	Subtotal	Iva1	Iva2	Iva3	Amount
✓	217	Alberto Mañanes Prieto	S/.0,00	S/.56,50	S/.10,17	S/.0,00	S/.0,00	S/.66,67
✓	218	Alberto Mañanes Prieto	S/.0,00	S/.56,50	S/.10,17	S/.0,00	S/.0,00	S/.66,67
✓	219	Alberto Mañanes Prieto	S/.0,00	S/.56,50	S/.10,17	S/.0,00	S/.0,00	S/.66,67

Total

Subtotal	IGV	IGV2	IGV3	Amount
S/.169,49	S/.30,51	S/.0,00	S/.0,00	S/.200,00

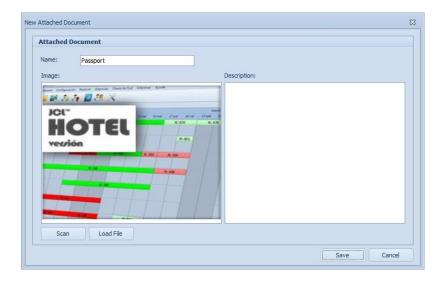- **Merge services in multiple invoices:**
  To perform a merge into multiple invoices is needed that stay has 1 service previously divided at least. The goal of this function is to adjust all invoices using a customizable way, to do it press **Merge** button.

Merge service

Date	Room	Service	Adults	Child...	Subtotal	IGV	IGV2	IGV3	Tax Total	Amount
1/31/2014	202	Alojamiento + Desayuno	1	1	S/.101,69	S/.18,31	S/.0,00	S/.0,00	S/.18,31	S/.120,00

Merge | Cancel

Invoices

Id	Date	Client	Balance	Splitted
217	1/28/2014	Alberto Mañanes Prieto	-S/.80,00	S/.40,00
218	1/28/2014	Alberto Mañanes Prieto	S/.40,00	S/.40,00
219	1/28/2014	Alberto Mañanes Prieto	S/.40,00	S/.40,00

In the **Attached Documents** tab you can scan or upload to the system, images in the most common formats, to attach them as extra data to the stay.

Documents can be added by pressing the **new attached document** button as shown below:

- **View Group Stay card**

This option allows you to view a summary of the data composing a group stay and also modify them, to access it do right-click on a stay and choose **View group** option.
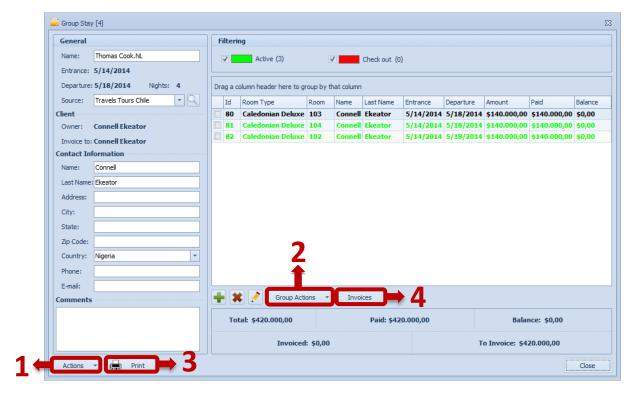
The window shows the relevant information related to the data rate: amount, money paid and balances to pay by client of each individual stay and information about money pending to invoice.

It presents information about dates range, room type, room, as well as the owner of the stay and the stay invoice recipient.

As well as modify the business source (or select one if necessary) and also writing comments.

Also you can perform the following actions:

1. Actions Button
2. Group Actions Button
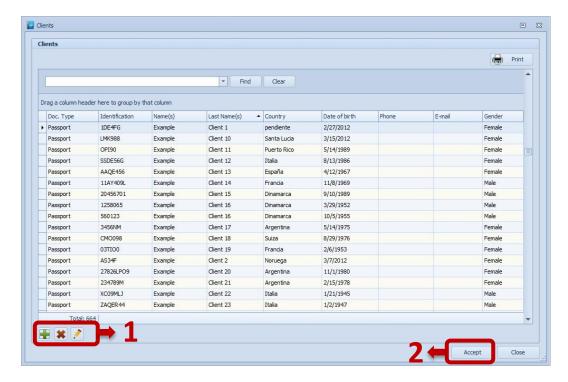3. Print summary of group stay card information
4. Invoices

1. Actions Button

- **Change Stay Owner**

When you press this button the system shows you the list of hotel clients and gives you the ability to select, modify or delete the existing ones and also add a new one.

To view the actions taken from the buttons in area **1** go to main menu options *Configuration/Clients* section. To select an existing client, check the one you want and press the *Accept* button (**2**), located at the bottom right of the window.
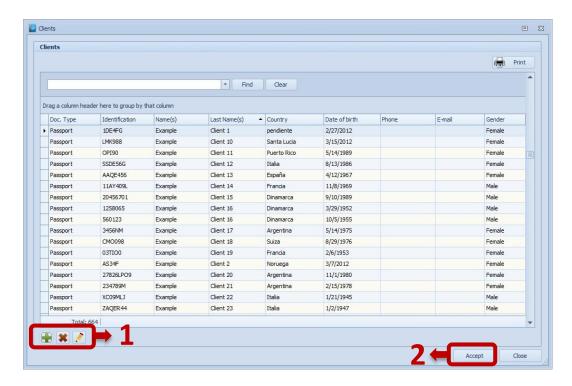
- **Change Invoice Recipient**

When you press this button the system shows you the list of hotel clients and gives you the ability to select, modify or delete the existing ones and also add a new one.

To view the actions taken from the buttons in area **1** go to main menu options *Configuration/Clients* section. To select an existing client, check the one you want and press the *Accept* button (**2**), located at the bottom right of the window.
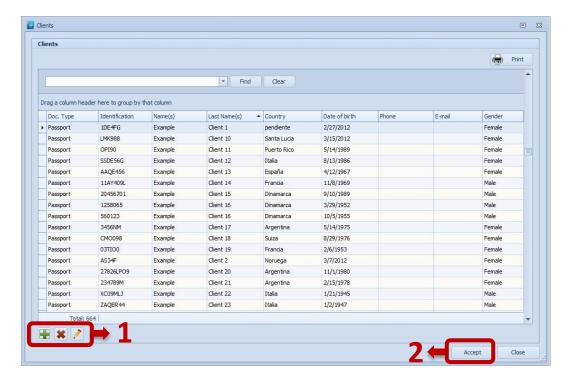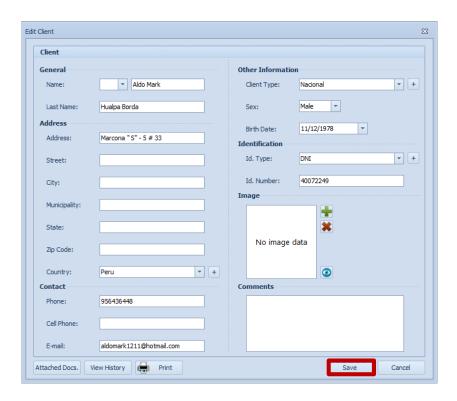
- **Change Contact**

When you press this button the system shows you the list of hotel clients and gives you the ability to select, modify or delete the existing ones and also add a new one.

To view the actions taken from the buttons in area **1** go to main menu options *Configuration/Clients* section. To select an existing client, check the one you want and press the *Accept* button (**2**), located at the bottom right of the window.

- **View Stay Owner's Information**

When you press this button the system shows you a window with client's data and allows you modify them. To keep the changes click on the *Save* button, located at the bottom right of the window.

- **View Invoice Recipient's Information**
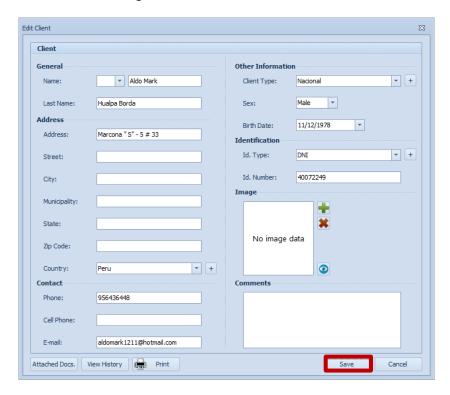
When you press this button the system shows you a window with client's data and allows you modify them. To keep the changes click on the *Save* button, located at the bottom right of the window.
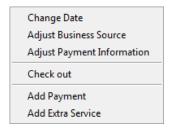
2. Group Actions Button
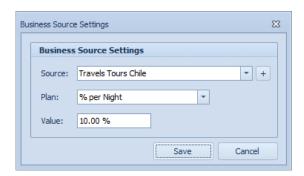
- **Change Date**

When you press this button the system shows a window that allows you to change arrival and/or departure date of the group selected stays.
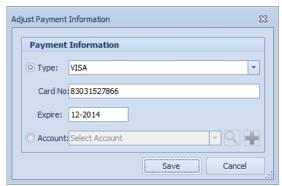
- **Adjust Business Source**

When you press this button the system shows a window allowing you to adjust the travel business source for group selected stays.

- **Adjust Payment Information**

When you press this button the system shows a window allowing you to adjust the payment information for group selected stays.
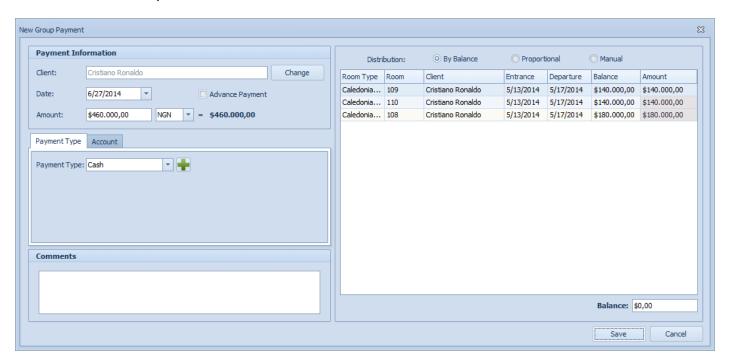
- **Checkout**

When you press this button the system proceed to do the departure of group selected stays, if departure date is not arrived yet, this option remains disable.
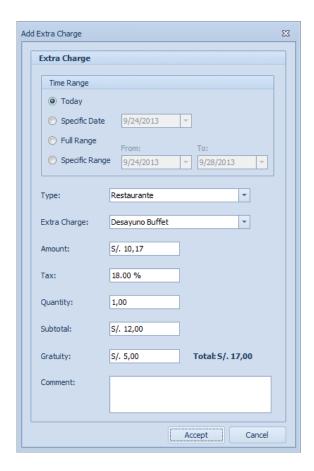
- **Add Payment**

When you press this button the system shows a window allowing you to add a new payment of group selected stays according three distribution types: Balance, Proportional and Manual.

- **Add Extra Service**

When you press this button the system shows a window allowing you to add an extra service to group selected stays.

3. Print summary of group stay card information

When you press the *print* button in the group stay card appears the report as shown below:

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Registration No. 1:ISBN-830584654
Phone: +485-205-3461 :E-mail: support@jclteam.com : Website:http://jclteam.com/

Group Stay Information

Group Name	: peru caves	**Stay No.**	: 3		
Client	: Aldo Mark Hualpa Borda	**Entrance**	: 1/28/2014	**Departure**	: 2/1/2014
Contact	: Aldo Mark Hualpa Borda	**Phone**	: 956436448	**E-mail**	: aldomark1211@hotmail.com
Address	: Marcona " S" - 5 # 33 Peru				
Invoice to	: Aldo Mark Hualpa Borda				
Business Source	: Travels Tours Chile				
Comments	:				
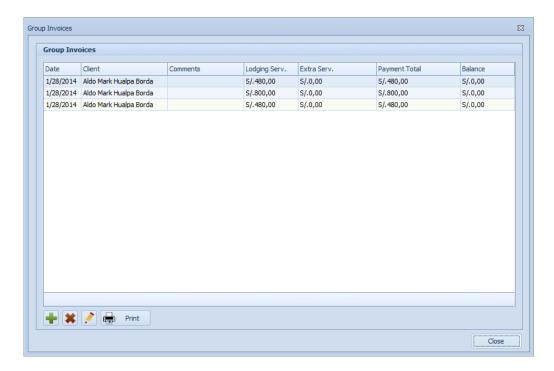
Room	Client	Pax	Entrance	Departure	Check out	Room Serv.	Extra Serv.	Total	Payment	Balance
203	Aldo Mark Hualpa Borda	1/0	1/28/2014	2/1/2014	No	S/.480,00	S/.0,00	S/.480,00	S/.480,00	S/.0,00
206	Aldo Mark Hualpa Borda	1/0	1/28/2014	2/1/2014	No	S/.480,00	S/.0,00	S/.480,00	S/.480,00	S/.0,00
207	Aldo Mark Hualpa Borda	1/0	1/28/2014	2/1/2014	No	S/.800,00	S/.0,00	S/.800,00	S/.0,00	S/.800,00

Total Room:	3
Total Pax:	3
Lodging Services:	S/.1.491,48
IGV:	S/.268,52
IGV2:	S/.0,00
IGV3:	S/.0,00
Extra Services:	S/.0,00
Tax:	S/.0,00
Gratuity:	S/.0,00
Total:	S/.1.760,00
Payment:	S/.960,00
Balance:	S/.800,00

4. Invoices

When you press this button, the system shows a window that allows managing the information about group stay invoices.

Next is a window with the group stay invoices list.

From this list, through the buttons located at the bottom left of the screen, you can perform the following actions:

- **Add Group Invoice:**

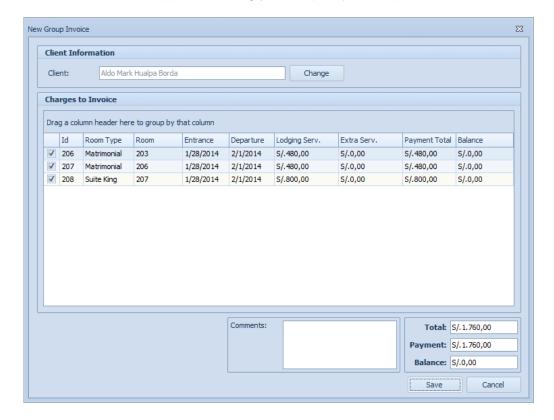 To create a group invoice press the **Add Group Invoice** button, next a window will appear allowing you to specify the required data.

- **Edit Group Invoice:**

  To edit double-click on a group invoice from the list or select it and press the **Edit Group Invoice** button, a window will be displayed allowing you to modify the data.

- **Delete Group Invoice:**

  To delete select one group invoice from the list and press **Delete Group Invoice** button or right-click on it and choose **delete** option.

- **Print Group Invoice:**

  To print, select one group invoice from the list and press **Print** button.

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Group Invoice

Invoice No. : 226
Client : Aldo MarkHualpa Borda
Address : Marcona " S " - 5 # 33   Peru

Date	Room	Lodging Serv.	Extra Serv.	Payment Total	Balance
1/28/2014	203 - Matrimonial	S/.480,00	S/.0,00	S/.480,00	S/.0,00
1/28/2014	206 - Matrimonial	S/.480,00	S/.0,00	S/.480,00	S/.0,00
1/28/2014	207 - Suite King	S/.800,00	S/.0,00	S/.800,00	S/.0,00
	Total:	S/.1.760,00	S/.0,00	S/.1.760,00	S/.0,00

Lodging Services:	S/.1.491,48
IGV:	S/.268,52
IGV2:	S/.0,00
IGV3:	S/.0,00
Extra Services:	S/.0,00
Tax:	S/.0,00
Gratuity:	S/.0,00
Total:	S/.1.760,00
Payment:	S/.1.760,00
Balance:	S/.0,00

Comments: :

NOTICE TO GUEST: The hotel is not responsible for any lost articles, misplacement of money, jewelry or other valuables
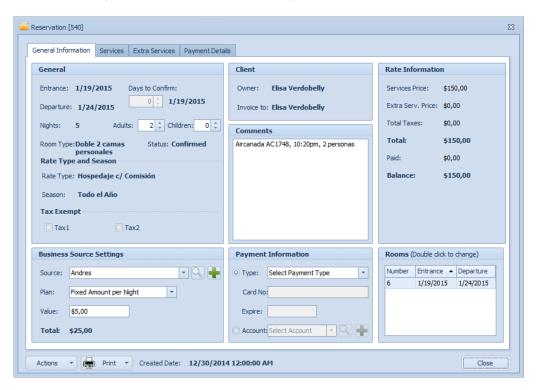
_____

(Client Signature)

- **View Reservation card**

The **Reservation card** is very similar to **stay card**, main differences are that the reservation doesn't contain the **Guests** and **Attached Documents**. Doesn't have either the ability to make invoices, but you have the option of adding payments.

After a reservation is **Confirmed** or **Canceled** is possible to restart it as **Unconfirmed** by updating the entry and exit dates if is required, if you want to change the status from **Canceled** to **Confirmed**, the system will verify the selected room(s)is/are available, if there is no room available the system shows you a warning asking if you wish to change the room for the selected reservation.
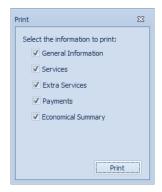
It is also possible to change the date of departure and entry of the selected reservation. In all other aspects and options, the system behaves the same way as with stays.

Also you can modify the number of days in advance to confirm the reservation before the system cancels it automatically.

- **Print reservation information and confirmation report**

When you press the **print** button in the reservation card you can select 2 kinds of reports: confirmation and information. For reservation information report appears a window that allows you to configure the data that will be included in the report lately as shown below:

Print ⌧

Select the information to print:

☑ General Information

☑ Services

☑ Extra Services

☑ Payments

☑ Economical Summary

[Print]

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Reservation Information

Reservation No.	: 299		**Entrance**	: 1/28/2014
Room	: 204		**Departure**	: 2/1/2014
Room Type	: Matrimonial		**Adults/Children**	: 1/0
Business Source	: Travels Tours Chile			

Comments			
Name	Aldo Mark	**Birth Date**	1978-11-12
Last Name	Hualpa Borda	**Phone**	956436448
Address	Marcona " S " - 5 # 33	**Cell Phone**	
		E-mail	aldomark1211@hotmail.com
		Identification	
		Id. Type	DNI
		Id. Number	40072249
	Peru		

Invoice to: : Aldo Mark Hualpa Borda

Services

Date	Name	Subtotal	IGV	IGV2	IGV3	Tax Total	Amount
1/28/2014	Alojamiento + Desayuno	S/.101,69	S/.18,31	S/.0,00	S/.0,00	S/.18,31	S/.120,00
1/29/2014	Alojamiento + Desayuno	S/.101,69	S/.18,31	S/.0,00	S/.0,00	S/.18,31	S/.120,00
1/30/2014	Alojamiento + Desayuno	S/.101,69	S/.18,31	S/.0,00	S/.0,00	S/.18,31	S/.120,00
1/31/2014	Alojamiento + Desayuno	S/.101,69	S/.18,31	S/.0,00	S/.0,00	S/.18,31	S/.120,00
Total:		**S/.406,76**	**S/.73,24**	**S/.0,00**	**S/.0,00**	**S/.73,24**	**S/.480,00**

Payment Details

Date	Payment Type	Client	Ad. Pay.	Comments	Total	Base Total
1/28/2014	EFECTIVO	Aldo Mark Hualpa Borda	No		S/. 480,00	S/.480,00
Total:						**S/.480,00**

Lodging Services:	S/.406,76
IGV:	S/.73,24
IGV2:	S/.0,00
IGV3:	S/.0,00
Extra Services:	S/.0,00
Tax:	S/.0,00
Gratuity:	S/.0,00
Total:	S/.480,00
Payment:	S/.480,00
Balance:	S/.0,00

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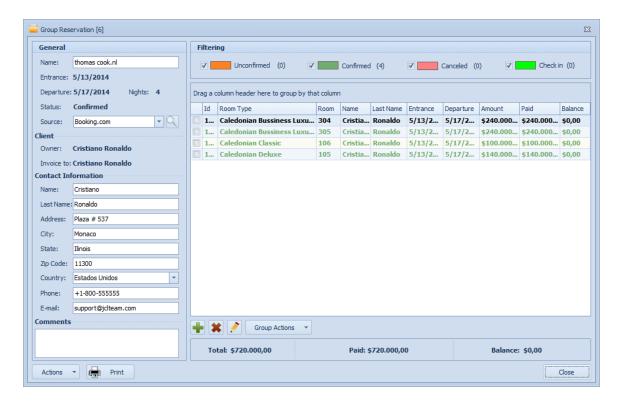
Reservation Confirmation

Reservation No.	: 299		Date	: 1/28/2014
Client	: Aldo Mark Hualpa Borda			
Room	204		Entrance	1/28/2014
Adults/Children	1/0		Departure	2/1/2014
Invoice to	: Aldo Mark Hualpa Borda			
Comments	:			

Service		Amount	Total
Lodging Service		S/.406,76	S/.406,76
Lodging Service Tax			
IGV		S/.73,24	
IGV2		S/.0,00	
IGV3		S/.0,00	S/.73,24
Extra Service		S/.0,00	S/.0,00
Extra Service Tax		S/.0,00	S/.0,00
	Service Total		S/.480,00
	Amount Paid	S/.480,00	S/.480,00
	Payment Total		S/.480,00
	Balance		S/.0,00

- **View Group Reservation card**

  The **Group Reservation card** is very similar to **group stay card**, main differences are that the reservation doesn't contain the **Attached Documents** tab. Doesn't have either the ability to make invoices, but you have the option of adding payments.

  After a reservation is **Confirmed** or **Canceled** is possible to restart it as **Unconfirmed** by updating the entry and exit dates if is required, affecting all individual reservations that belong to the group, if you want to change the status from **Canceled** to **Confirmed**, the system will verify the selected room(s) is/are available.

  It is also possible to change the date of departure and entry of the selected individual reservations. In all other aspects and options, the system behaves the same was as with group stays.

- **Print group reservation information summary report**

When you press the *print* button in the group reservation card appears the report as shown below:

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Group Reservation Information

Group Name	: travel.ca	**Reservation No.** : 12		**Reservation Date** : 1/28/2014	
Client	: Aldo Mark Hualpa Borda	**Entrance** : 1/28/2014		**Departure** : 2/1/2014	
Contact	: Aldo Mark Hualpa Borda	**Phone** : 956436448		**E-mail** : aldomark1211@hotmail.com	
Address	: Marcona " S " - 5 # 33 Peru				
Invoice to	: Aldo Mark Hualpa Borda				
Business Source	: Travels Tours Chile				
Comments	:				
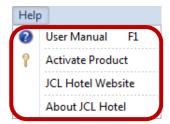
Room	Client	Pax	Entrance	Departure	Status	Check in	Room Serv.	Extra Serv.	Total	Payment	Balance
303	Aldo Mark Hualpa Borda	1/0	1/28/2014	2/1/2014	Confirmed	N	S/.480,00	S/.0,00	S/.480,00	S/.480,00	S/.0,00
205	Aldo Mark Hualpa Borda	1/0	1/28/2014	2/1/2014	Confirmed	N	S/.280,00	S/.0,00	S/.280,00	S/.280,00	S/.0,00
102	Aldo Mark Hualpa Borda	1/0	1/28/2014	2/1/2014	Confirmed	N	S/.800,00	S/.0,00	S/.800,00	S/.800,00	S/.0,00
201	Aldo Mark Hualpa Borda	1/0	1/28/2014	2/1/2014	Confirmed	N	S/.800,00	S/.0,00	S/.800,00	S/.800,00	S/.0,00

Total Room:	4
Total Pax:	4
Lodging Services:	S/.1.999,96
IGV:	S/.360,04
IGV2:	S/.0,00
IGV3:	S/.0,00
Extra Services:	S/.0,00
Tax:	S/.0,00
Gratuity:	S/.0,00
Total:	S/.2.360,00
Payment:	S/.2.360,00
Balance:	S/.0,00

Help

- **User Manual**

  In this option this user manual is opened in PDF format, with it the user can evacuate doubts about using JCL Hotel.

- **Activate Product**

  In this window you must introduce the name of registered user after buying the software; you also have to upload to the system "regkey.dat" file, included in ".zip" package you purchased from our website.

- **JCL Hotel website**

  When you click on the link, the browser will open and will present information with JCL Team BS website (http://jclteam.com).

- **About JCL Hotel**