

Management Functions

The Management Functions module allows you to set up, secure, and control the HAL® Front Office system to meet your specific property requirements. Here the configuration of the property, the rooms, and the accounting information is established. Decisions made in these programs affect all other modules and so this module is usually given a higher level of security.

Functions on this menu allow managers to:

- ◆ establish the number of days to keep guest records on-line for both active and inactive accounts.
- ◆ choose one of four different date formats for input and display.
- ◆ decide how average rate and occupancy should be calculated for the property.
- ◆ increase ADR (average daily rate) by restricting special or low rates when the occupancy percent reaches a certain point.
- ◆ use one room type for unassigned group commitments (as a run-of-the-house).
- ◆ specify guest information as required or optional, with the most frequent values set up as default responses.
- ◆ define criteria for frequent visitor and book agent award programs.
- ◆ create stop/sell limits to control overbooking.
- ◆ set up stop/sell overrides for a specified date range to facilitate yield management efforts.
- ◆ enter date specific restrictions for "no arrivals" or "no stayovers."
- ◆ maintain codes required by operators when overriding availability restrictions.
- ◆ input daily comments for displaying whenever availability for that date is viewed.
- ◆ define unlimited source of business or market segment codes to be used to track revenue and stay statistics.
- ◆ establish default room rates by type of room and individual room number.
- ◆ prioritize rooms to vary the sequence in which the rooms are displayed for booking.
- ◆ describe the rooms with attribute codes unique to the property.
- ◆ set up unlimited current and future rates, with variables rates within a week or variable posting frequency.
- ◆ combine numbers and alphabetic characters for room numbers to designate wings, buildings, etc. Optional floor and section locations may also be used.
- ◆ maintain fiscal month-end and year-end dates.
- ◆ create posting transaction codes, unique to the property, that may be used for posting to guest or A/R accounts.
- ◆ direct each posting code to a specific company and General Ledger account, if the interface is activated.
- ◆ apply multiple taxes to each posting code that are automatically calculated and posted by the system, but may be reported as separate totals.
- ◆ customize the daily report by setting up revenue and miscellaneous departments within the property and determining the print sequence of the posting codes assigned to each department.
- ◆ define credit limits for the house and for specific payment methods.
- ◆ build codes for posting automatic surcharges or discounts to a guest, with variable rates based on other charges posted or the number of guests in the room.
- ◆ develop flexible package plans with posting items specified for each day of the plan, including options for daily or life-of-the-plan limits.
- ◆ enter daily comments or instructions to be viewed by operators as they log onto system.
- ◆ enter frequently used comments that can be transferred easily to guest records.
- ◆ set up dynamic memo fields for guests, travel agents, vendors, and general ledger accounts to allow tracking of data that is specific to the property.

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