

Guest Package System Master Account Free Pounds (LoLimit) Routine

Description

When a group books an event, they set up an account at the hotel so that charges may be posted to that single account. This is known as a Master Account or Direct Bill Account.

A group may sign a contract with the hotel to allow deliveries of items; such as meeting materials, audio-visual equipment, etc. The contract can include a clause that will allow the group to bring in up to a certain amount of deliveries (determined by weight, in pounds), at no charge. After which, the deliveries will be charged the normal convention rate (or other rate, as specified in the contract).

Once a Master Account has been configured in the system, the Guest Package System will determine when the Master Account has gone over the allotted free poundage. The MASTER table contains a field called LoLimit. When the user configures the Master Account, they may enter a number here to indicate how many free pounds the group will be allowed. A typical number is 500.

The calculation of free pounds to-date must be done at the time a package is invoiced (billed). Using a single package as an example, the user enters the package as normal and the amount of the package is calculated. If the package is to be billed as COD, Room Charge, or Credit Card, the package is calculated based on the Rate Table, with no consideration to the Master Table. If the package is to be billed to a Master Account, the Guest Package System will look up the Master Account configuration and determine what calculation method to use.

Account Name	Account #
ADAMS NATL/PFIZER	ANS000
ADDISON	PEX000
ADT SECURITY SERVICES	ADT000
AIR TRANSPORT ASSOC	ATA000
AMER ACADEMY	AMG000
AMER ASSOC FOR PARALEGAL ED	ASP000

Account Name: ADAMS NATL/PFIZER
Account Number: ANS000
Billing Type: Direct Bill
Free Pounds: 500.00

BILL NOW (At time of package entry)

If the package is to be billed as Master Account, and the Bill Now option is answered with YES, and the Master Account's LoLimit field > 0, the program must add the weights for all packages that have been billed for that account and compare that total with the number in the LoLimit field.

If the total weight for all packages billed for that account to-date is > the LoLimit, the program will add the current package weight to the total package weight for that account. If the new total package weight is less than the LoLimit, the current package amount field should be 0. If the new total weight is more than the LoLimit, a calculation will take place to figure the weight difference that must be charged at that point.

If the total weight for all packages billed for that account to-date is > the LoLimit, the current package will be charged as calculated (on screen).

For example:

- LoLimit amount is 500
- Previous total weight for the account is 475
- New package weight is 100
- New total weight is 575

The program will charge 75 pounds at the predetermined rate.

BILLING (INVOICING) (After package has been saved)

Invoicing is used after a package has been entered into the system and needs to be billed to Room Charge, Master Account or Credit Card. From the invoicing screen, the user selects a package to bill from the bottom of the split screen (Un-Billed), checking the box on the left. When ready, the user clicks the Bill Invoice button and a window will appear so the user can confirm the billing type (COD, Room Charge, Credit Card or Master Account).

If the package is to be billed as Master Account, and the Master Account's LoLimit field > 0, the program will add the weights for all packages that have been billed for that account to-date and compare that total with the number in the LoLimit field.

If the total weight for all packages billed for that account to-date is > the LoLimit, the program will add the current package weight to the total weight. If the new total weight is less than the LoLimit, the current package.amount field will be 0. If

the new total weight is more than the LoLimit, a calculation will take place to figure the weight difference that must be charged at that point.

If the total weight for all packages billed for that account to-date is > the LoLimit, the current package and all selected packages will be charged as calculated (on screen).

For example:

LoLimit amount is 500

Previous total weight for the account is 475

New package weight is 100

New total weight is 575

The program will charge 75 pounds at the predetermined rate.