Oracle® Hospitality Suite8

Serviced Apartment Rental Billing
Release 8.10.0 and higher
E91865-01

December 2017

ORACLE

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Contents

Preface **4**
Audience 4
Customer Support 4
Documentation 4
Revision History 4
1 Serviced Apartment Rental Billing **5**
Introduction 5
Feature Availability 5
Prerequisites 5
2 Configuration **6**
License 6
Global Settings 6
Setup 8
Department Codes 8
Rate Code Header 8
Package Header 9
Rooms Management 10
3 Serviced Apartment Rental Billing **12**
Reservation Edit screen 12
Cashiering 12
HTML's 14
Reports 14

Preface

Audience

This user guide is intended for system administrators, support and users familiar with the Suite8 modules

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

https://support.oracle.com

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received and any associated log files
- Screen shots of each step you take

Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at http://docs.oracle.com/en/industries/hospitality/

Revision History

Date	Description of Change
January 2017	• Initial documentation
November 2017	• Update of title to be valid for 8.10.0 and higher versions

1 Serviced Apartment Rental Billing

Introduction

Serviced Apartment Rental Billing manages complex apartment rental billing for long-stay guests by generating invoices for weekly, monthly or yearly time intervals automatically.

Feature Availability

The functionality is only available with a valid sub license for **Alternate Rental Methods**.

Prerequisites

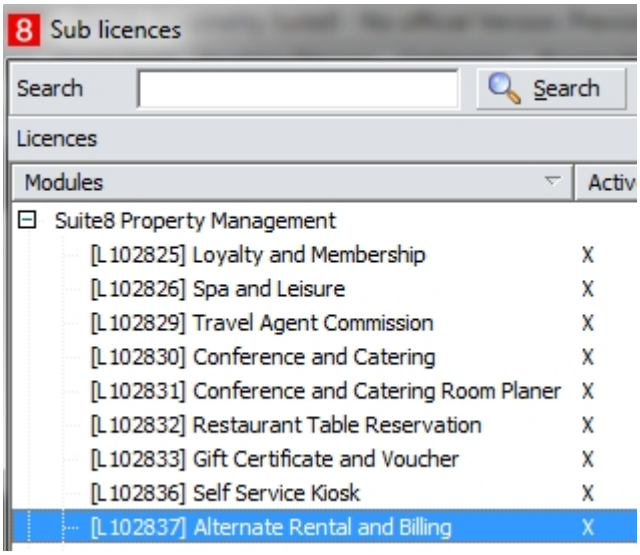
- Suite8 Version 8.10.0.0 or higher
- Active Sublicense **Alternate Rental and Billing**

2 Configuration

License

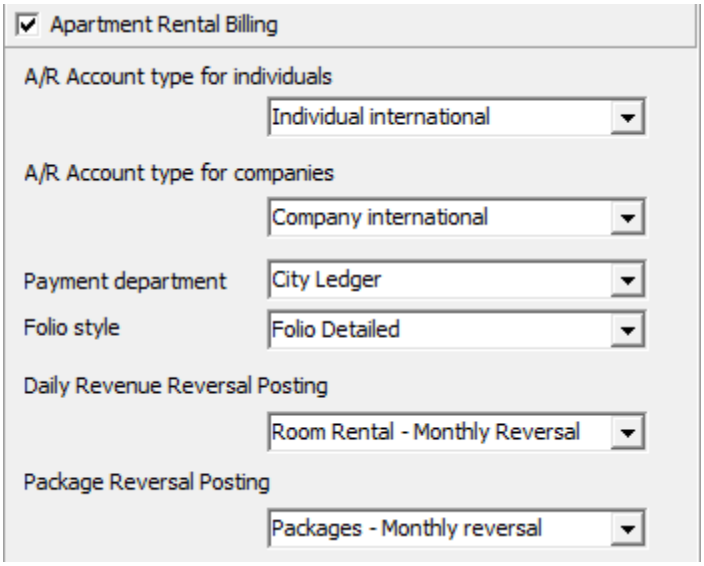
This feature is only available with a valid license.

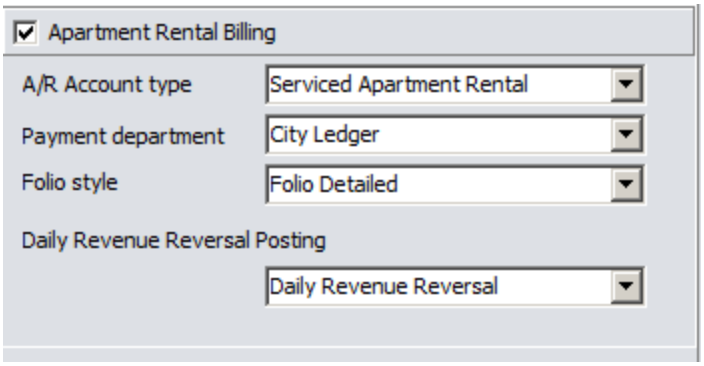
1. Go to **Suite8 Setup** -> **Miscellaneous** -> **License** -> **V8 Sublicenses** -> **Suite8 Property** Management
2. Edit the sublicense **Alternate Rental Method**, enter a valid sub license and check the Active check box. This sublicense combines two modules, **Vacation Sharing and Serviced Apartment Rental Billing module (SARB).**



Global Settings

Go to **Suite8 Configuration** -> **Global Settings** -> **Rates** to configure the new section for Apartment Rental Billing.





1. **Apartment Rental Billing:** Activate the flag if this features should be used
2. **A/R Account type:** Define which A/R account should be used for Apartment Rental Billing
3. **Payment Department:** The City Ledger Payment Department Code to be used when creating the ARB invoice for a leasing period; invoice gets automatically transferred to Accounts Receivables
4. **Folio style:** Select a default Folio Style to be used when creating the ARB invoice
5. **Daily Revenue Reversal Posting:** Select the department code used for Daily Revenue Reversal Postings. This department code is used for all daily postings, no matter from which rate code they originate.
6. **Package Reversal Posting:** Select the department code used for daily package reversal postings. This department code is used to reverse the daily revenue posting for packages no matter what package they originated from.

> **Note**: The department code should have the same taxes linked (or none) as the department code used for posting the daily revenue (rate code header), see Setup.

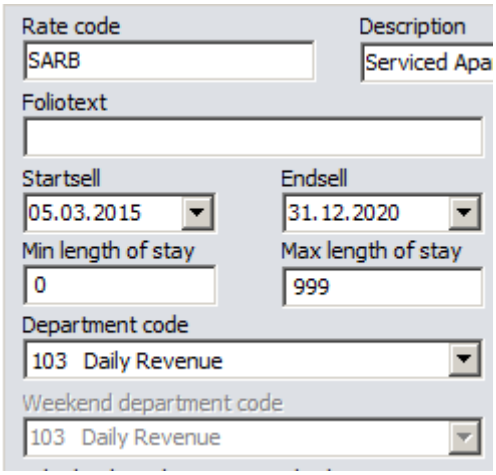
Setup

Department Codes

Go to **Suite8 Configuration** -> **Cashiering**- > **Department Codes** and configure department codes based on the following rule (Numbers and names are for illustration purposes)

1. **Daily Revenue:** Standard room charge department code to be linked in the rate code header, with or without VAT.

Statistic Type: Logis



2. **Daily Revenue Reversal:** Department code for all reversal postings, same VAT setup as daily revenue department code(s).

   Statistic Type: Miscellaneous

3. **Apartment Rental – Tax:** Department Code for all rental invoice postings above annual valuation, see below.

   Statistic Type: Miscellaneous

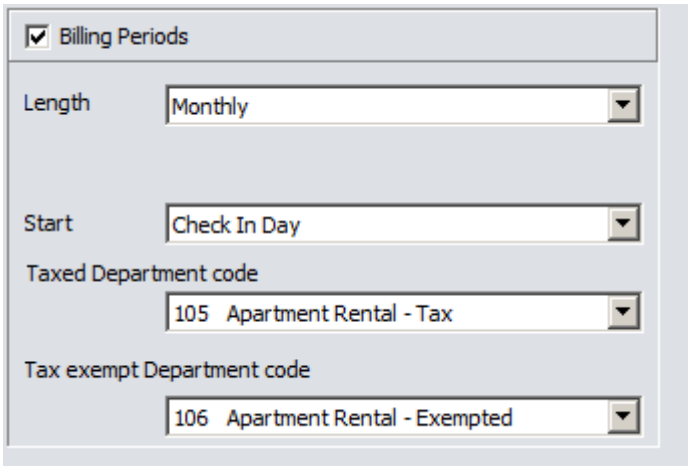
4. **Apartment Rental – Exempted:** Department Code for all rental invoice postings below annual valuation, see below.

   Statistic Type: Miscellaneous

5. **SARB Package Monthly :** Department code used to post package revenue on rental invoice
6. **SARB Package Monthly Reversal:** Department code used to reverse daily posting. Should be the same statistics type as SARB Package monthly above.

Rate Code Header

1. Go to **Suite8 Configuration** -> **Reservation**->**Rate Management**- > **Rates** -> **Rate Code Header**-> Billing Periods.
2. Enable a rate code for Apartment Rental Billing Department Codes and define the leasing periods:



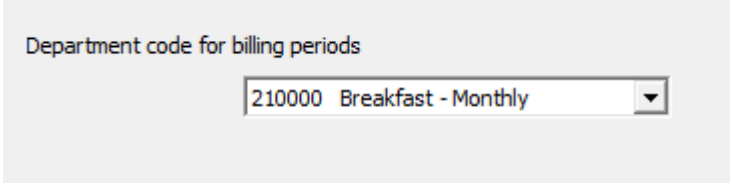
1. **Length:** Select weekly, monthly, yearly or custom days. The amount charged per day to the guest will be based on this calculation. The Rate amount set in the detail will be used as a based and spread to daily postings based on the length.

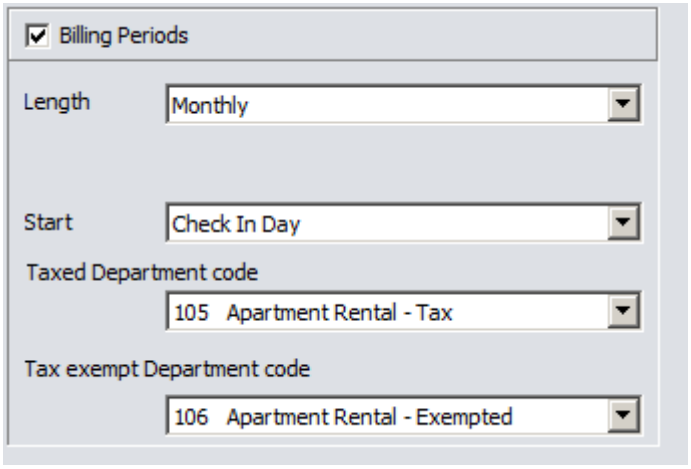
   Example: Rate Detail is 1000,00 Length is Monthly. For a reservation 01.03.2017 to 01.04.2017 the total billing period will be 1000,00 and the daily rate amount will be 32,26 except for the last night where it will be 32,20.
2. **Start:** Select **Check In Day** or **Calendar**. Calendar is the first day of the week, month or year depending on you defined periods.
3. **Taxed Department code:** Select the department code for all rental posting **above** annual valuation.
4. **Tax exempt Department code**: Select the department code for all rental posting **below** annual valuation.

> **Note:** The posting rhythm and weekend day setting in the rate code header will be disabled as soon as a rate code is configured for Apartment Rental Billing

Package Header

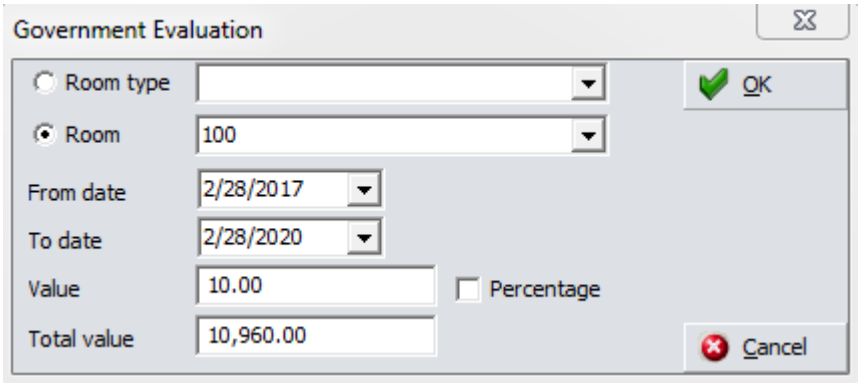
1. Go to **Suite8 Configuration** -> **Reservation**- > **Rate Management**->**Packages**->**Package Header**-> More
2. For all packages linked to Billing Period enabled rate codes, the Department code for the package needs to be selected.



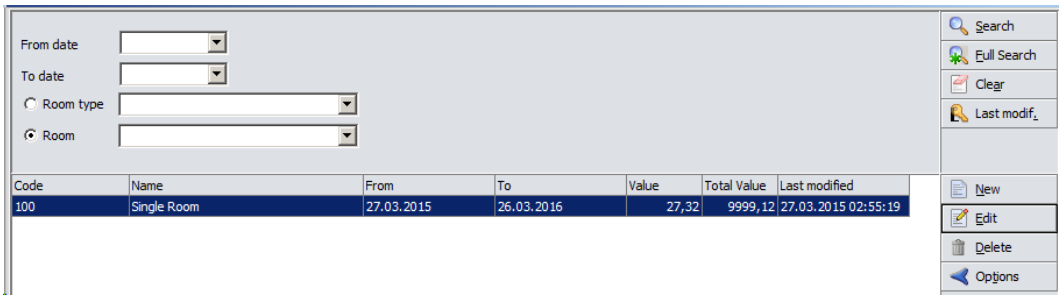


Rooms Management

1. Go to **Suite8 Configuration** -> **Rooms** -> **Rooms Management** -> **Government evaluation** and define the valuation amount (usually per year) either for single rooms or for a complete room type (same valuation applies to every room of this room type - in case valuation exists on room level, then this one has the higher priority).
   The annual valuation amount entered can be the total amount for the defined date range or the daily value:



Check the Percentage check box if a certain percentage of every posted amount should be exempted, instead of using a fixed value for tax exempt amount.

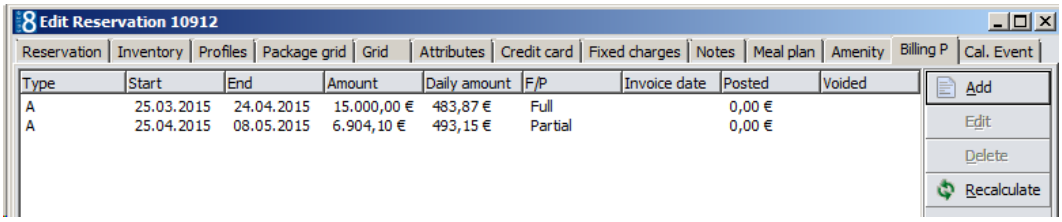


For rooms having a valuation defined, the invoiced rental fee below the valuation will be without tax. Once the valuation amount for this room is reached, the invoiced rental fee will be posted with tax, (see configuration of **Billing Periods** of rate code header).

3 Serviced Apartment Rental Billing

Reservation Edit screen

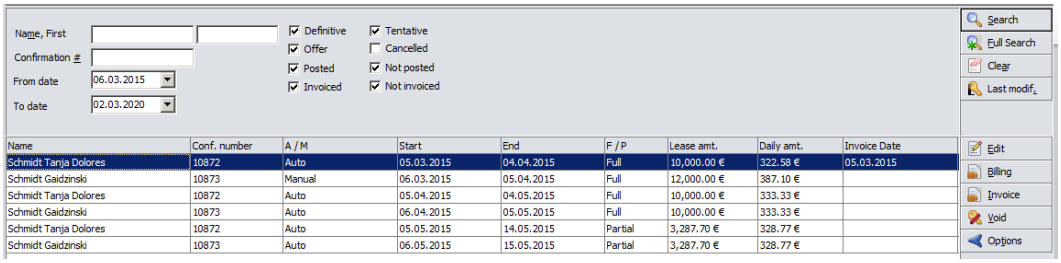
1. When selecting an Apartment Rental Billing enabled rate code in the reservation edit screen the leasing periods will be calculated automatically. The total amount of a full leasing period cannot be different than the rate amount, unless it is overwritten manually.



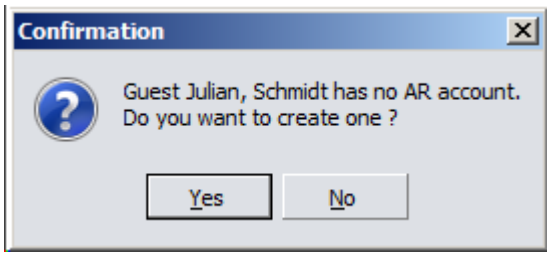
2. If you press the button **Recalculate,** it will overwrite manually entered billing periods with automatically calculated ones based on the rate code.
3. If the stay is longer than the configured period length of the rate code, then multiple periods will be automatically generated by the system. If the ratecode is changed to one with a different period length, then all periods will be removed and new ones created - but only if the old ones were not invoiced yet
4. If there is an invoiced period, and you change the reservation, automatic period updating (or even manual period creation) cannot delete such invoiced periods. This may interfere with proper invoicing because new (changed) arrival/departure or rate information might require different periods. In such situation you need to void the invoiced period, and then recalculate periods for the stay and generate a new invoice.
5. If the total price of a period cannot be divided evenly for days in its date range, then the rounding difference is put on the last day. This affects only the internal statistical room charge postings (and their reversals).

Cashiering

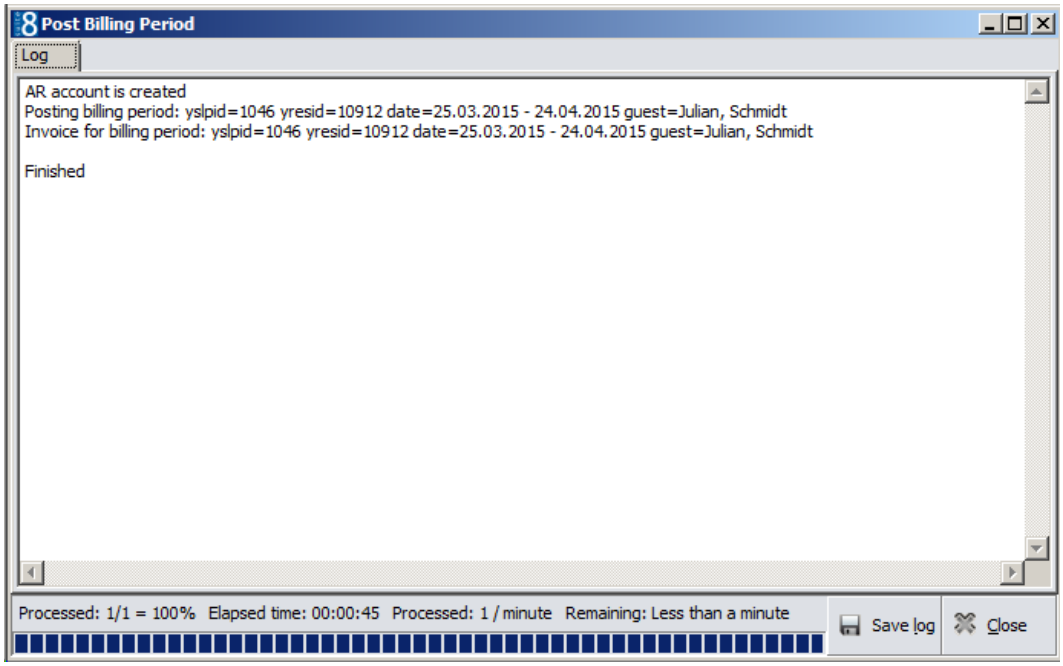
1. Go to **Cashiering -> Billing Periods** to create the Apartment Rental Billing invoices for all selected reservations / leasing periods. It is possible to create Apartment Rental Billing invoices for the current, the next and also for any future leasing period of a reservation.



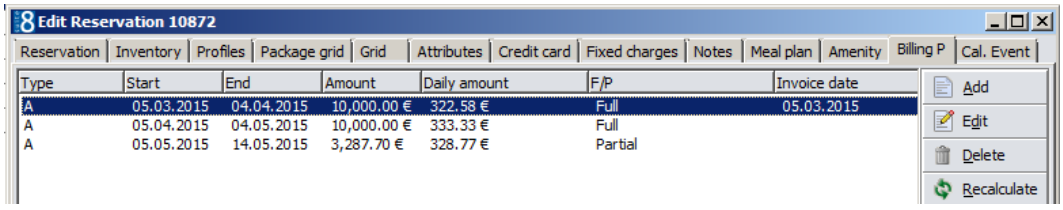
1. When you create a leasing period invoice, a message appears in case the guest does not yet have a valid A/R account.



2. Select **Yes** to create one and the invoice will be created.



3. Leasing periods that have been already invoiced are indicated by the invoice date

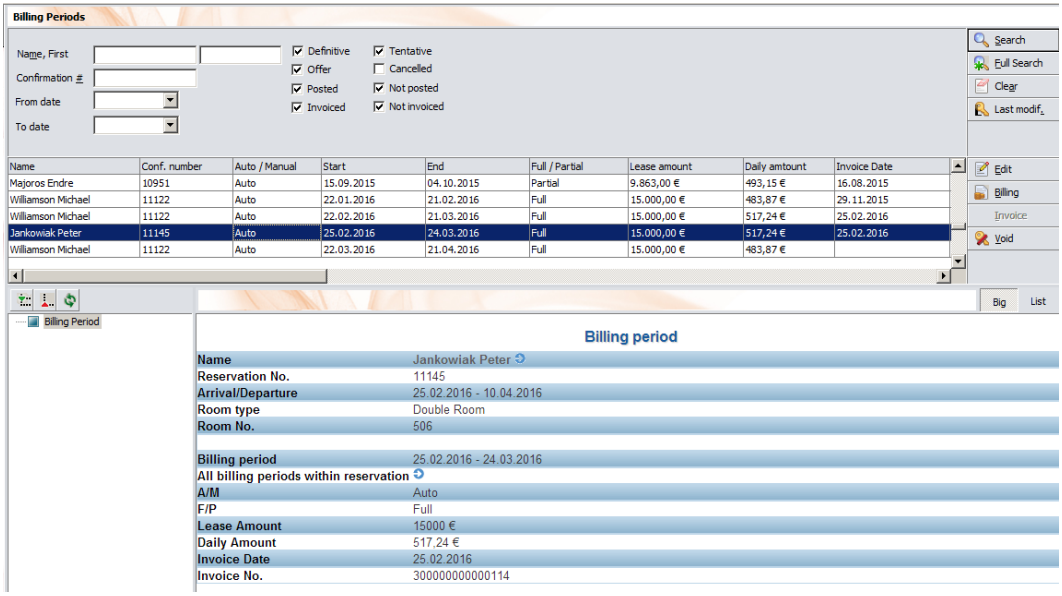


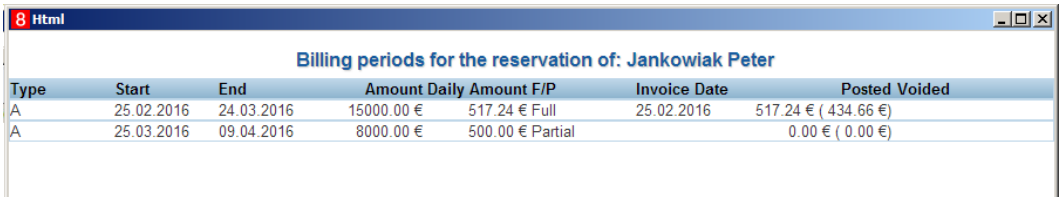
4. Daily Revenue which has been posted during night audit is purely for revenue (room charge) statistics (e.g. Manager Report). In order to maintain a zero balance, the daily revenue is reversed with the Daily Revenue Reversal posting (department code as defined in Global Settings).

Arr	Code	Department	Date	Posted in	Amount	Price	Quantity	User	Time
	103	Daily Revenue	25.03.2015		493,15	493,15	1	s	27.03.
	104	Daily Revenue Reversal	25.03.2015		493,15	-493,15	-1	s	27.03.

HTML's

HTML's are available for the billing periods and are part of the releases

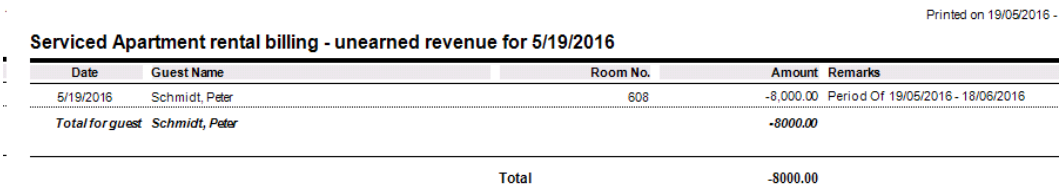




Reports

Reports for billing periods are available:

4641 Serviced Apartment Rental Billing - Unearned Revenue: This report shows invoiced billing periods and the related revenue for these leasing periods



4642 SARB Unearned Revenue - Detailed Aging: This report shows all invoiced billing periods and the related revenue for these leasing periods by aging ranges.

Printed on 19/05/2016 - 13:27 / Demonstration

SARB - Unearned Revenue, detailed Aging

SCHMIDT, PETER — Credit Limit :

Date	Invoice No.	Room No.	Amount	Current	16 - 30	31 - 60	61 - 90	91 - 120	> 120	Period
5/19/2016	8147	608	8000.00	-8000.00	0.00	0.00	0.00	0.00	0.00	Period Of 19/05/2016 - 18/06/2016
Subtotal			*8000.00*	*-8000.00*	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*	
Total			8000.00	-8000.00	0.00	0.00	0.00	0.00	0.00	