

**Oracle® Hospitality Suite8**  
Charge It User Manual  
Release 8.13.0.0 and higher  
E99877-01

August 2018

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# Preface

This document outlines the configuration and describes the Charge It functionality available from Version 8.13.0.0 onwards.

## Audience

The Charge It User Manual 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
August 2018	<ul style="list-style-type: none"><li>• Initial documentation</li></ul>

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# 1 Charge It Functionality

## Introduction

The new feature Charge It is available to support direct payment against article postings. It will now be possible to pay for articles directly by cash, credit cards and vouchers in addition to posting them to the room.

## Feature Availability

The functionality is only available when the global setting Charge It - Enable Direct Article Payment under **Setup > Configuration > Global Settings > Billing > Billing3** is activated.

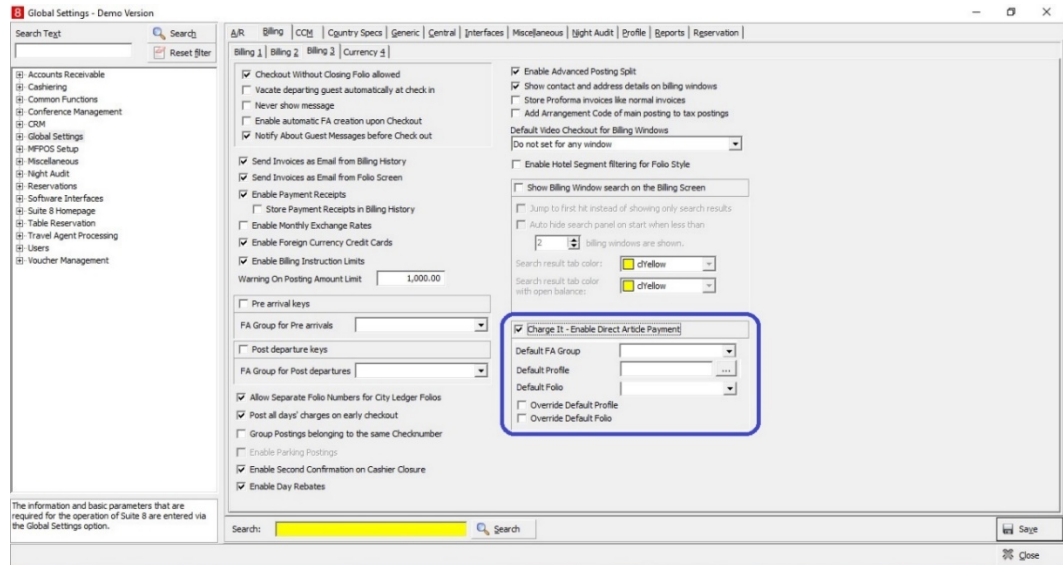
## Prerequisites

Suite8 Version 8.13.0.0 or higher

# 2 Configuration

## Global Settings

1. Activate the setting Charge It – Enable Direct Article Payment under **Global Settings > Billing > Billing3**



2. As soon as the Charge It – Direct Article Payment setting is activated, other fields come up.
3. Select the appropriate values in the fields as explained below

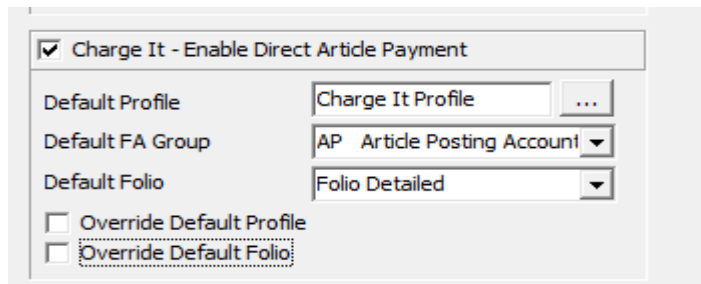
Values	Fields
Default FA Group:	The FA group under which the Financial Account used for Charge It must be created. A new FA group of type - FA for Direct Article Payment must be created from Setup > Configuration > Cashiering > Financial Account Groups
Default Profile:	The default profile to be used for the Financial Account creation for Charge It. The user can either directly enter the profile or search for and select a profile by clicking the select button.
Default Folio:	The default folio style used to print charge it invoices. The charge it invoice report must be created using the charge it .rtf /.s8r template and must be configured in setup > configuration > folio styles as type = Only Checkout

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Override Default Profile	<p>When unchecked, the default profile selected is applied to the charge it transactions.</p> <p>When checked, the user is presented with a window to override the default profile and select a different profile for every charge it transaction.</p>
Override Default Folio	<p>When unchecked, the default folio is printed for every charge it transaction.</p> <p>When checked, the user is presented with a window to override the default folio style and select a different folio style for every charge it transaction.</p>

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**Example:**



## Charge It - Payment Types

The Payment methods available for direct article payment in the Charge It screen are configured via the department code definitions from the **Setup > Configuration > Department Codes**.

The payment methods are configured as department codes of Type = Credit. Only the following payment types are supported for Charge It Payments:

- Cash(Base Currency)
- Credit Card
- Voucher
- Foreign Currency

A checkbox - **In Charge It** is introduced in the Disabled section.

When unchecked, the given payment department code will be available in the charge it screen as a payment option.

When checked, the given payment department code will not be available in the charge it screen as a payment option.

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## 3 Charge It Transaction

### Charge It with default profile and default folio

#### Pre Requisites:

1. Global Setting - Charge It – Enable Direct Article Payment is active
2. A Financial Account Group of type = 16 (Direct Article Payment) is created and is chosen in the global setting – Default FA Group drop down
3. A default profile is selected in global setting
4. A default folio is selected in global setting
5. Global Setting – Override Default Profile is inactive
6. Global Setting – Override Default Folio is inactive
7. Payment method department codes are set up for cash, credit cards such as Amex, MasterCard, VISA etc.

#### Charge It Transaction:

1. Go to **Cashiering > Charge It**
2. Enter **Cashier credentials**
3. On the Charge It screen, the user is presented with all the payment department codes configured with “Disabled - in Charge It” unchecked along with Room Charge and Voucher options

The screenshot shows the 'Charge It' application window. At the top, there is a dropdown menu with '1 MIN Minibar' selected and another dropdown with '<None>'. Below this is a table with columns: Code, Description, Qty, Price, Amount, Frgn Am., and Curr. The table is currently empty. To the left of the table is a list of items: 1 Soft Drinks, 2 Mineral Water, 3 Peanuts, 4 Ur Krostitzer Pilsner, 5 Beer Heineken. Below the list are buttons for 'Clear' and 'Minus'. At the bottom of the screen, there are buttons for payment methods: 'Charge to Room', 'Cash', 'American Express', 'Eurocard', 'Diners Club', 'Visa Card', 'EC Maestro Card', and 'More ->'. There are also 'Delete' and 'Close' buttons.

4. Enter the quantity and chooses articles to be posted.
5. Select a payment method for example Cash.
6. The Payment Posting screen with the Payment Department Code (Cash, foreign currency, Amex, VISA etc) and amount defaulted from the values in the charge it screen is presented to the user. The payment department and amount fields are disabled and the user cannot edit the payment type and the amount.



In case of credit cards, the section to enter the card details will be enabled and ready for user entry.

In case of voucher, the voucher management search screen will open for the user to enter the voucher number and select it for redemption. In case the voucher amount is less than the article totals, after the application of the voucher, the user will be able to complete the payment for the rest of the amount by using the other valid payment methods.

7. Click on Post. A folio in a folio style as defined in the global setting – default folio style will be printed and the user is back on the charge it screen for performing the next transaction.

## Charge It with user chosen profile and user chosen folio style

### Pre Requisites:

1. Global Setting - Charge It – Enable Direct Article Payment is active

1. A Financial Account Group of type = 16 (Direct Article Payment) is created and is chosen in the global setting – Default FA Group drop down
2. A default profile is not selected in global setting
3. A default folio is not selected in global setting
4. Global Setting – Override Default Profile is active
5. Global Setting – Override Default Folio is active
6. Payment method department codes are set up for cash, credit cards such as Amex, MasterCard, VISA etc.

## Charge It Transaction:

1. Go to **Cashiering > Charge It**
2. Enter Cashier credentials
3. On the Charge It screen, the user is presented with all the payment department codes configured with “Disabled - in Charge It” unchecked along with Room Charge and Voucher options

4. Enter the quantity and choose articles to be posted.
5. Select a payment method for example Cash.
6. A select profile window is presented to the user to choose a profile that needs to be associated with the given charge it transaction.

7. Select a profile and click **OK**.
8. The Payment Posting screen with the Payment Department Code (Cash, foreign currency, Amex, VISA etc) and amount defaulted from the values in the charge it

screen is presented to the user. The amount field is disabled and the user cannot edit the amount.

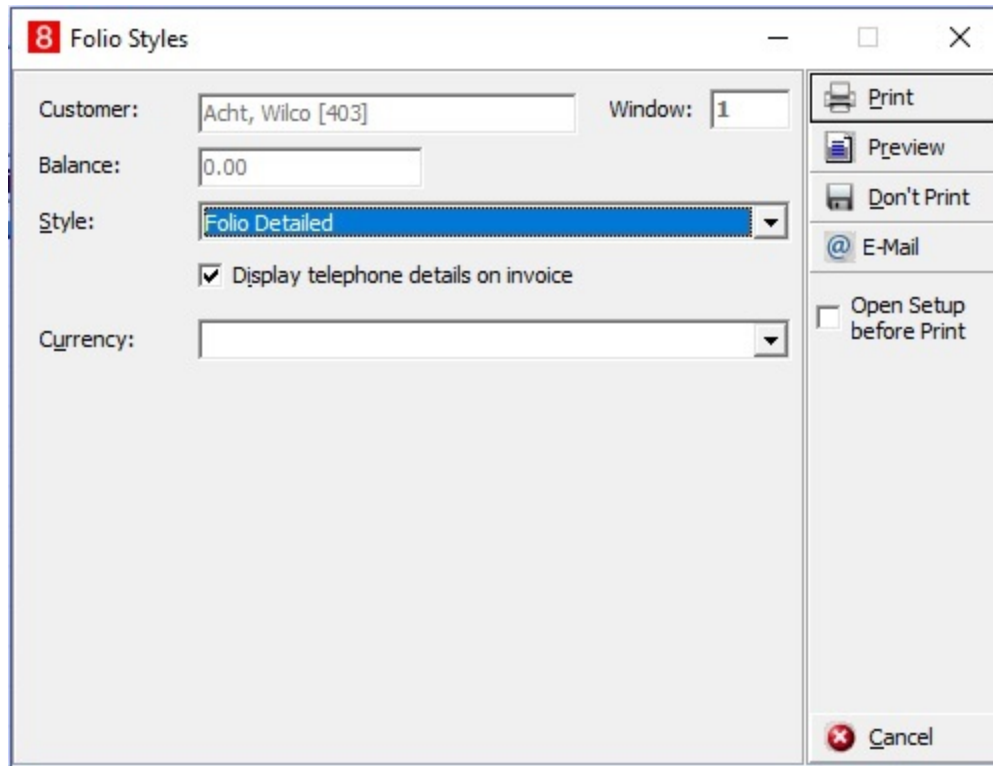
The screenshot shows a 'Payment Posting' window with the following fields and options:

- Name:** Acht, Wilco
- Payment Department:** 900 Cash
- Amount:** 39.00 EUR
- Foreign Amount:** (empty)
- Comment:** (empty)
- Card Type:** (dropdown menu)
- Card No.:** (text box)
- Expiry (MM/YY):** (text box)
- Holder's Name:** (text box)
- Buttons:** Post, Clear, Credit card, Use Bonus, Voucher, Close

In case of credit cards, the section to enter the card details will be enabled and ready for user entry.

In case of voucher, the voucher management search screen will open for the user to enter the voucher number and select it for redemption. In case the voucher amount is less than the article totals, after the application of the voucher, the user will be able to complete the payment for the rest of the amount by using the other valid payment methods.

9. Click **Post**.
10. You are presented with the Folio Styles screen to choose a Folio Style to be used to print the folio for the given charge it transaction.



11. Choose a Style and Preview/Print/Don't Print and complete the transaction.
12. A folio in the chosen folio style is printed and the user is back on the charge it screen for performing the next transaction.

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**Note:** A new financial account is automatically created in the background for each charge it transaction where the postings are not posted to a guest's room and the financial account is checked out at the end of the transaction. This FA number can be printed on the folio. Any given charge it transaction can also be viewed from the Billing Screen.

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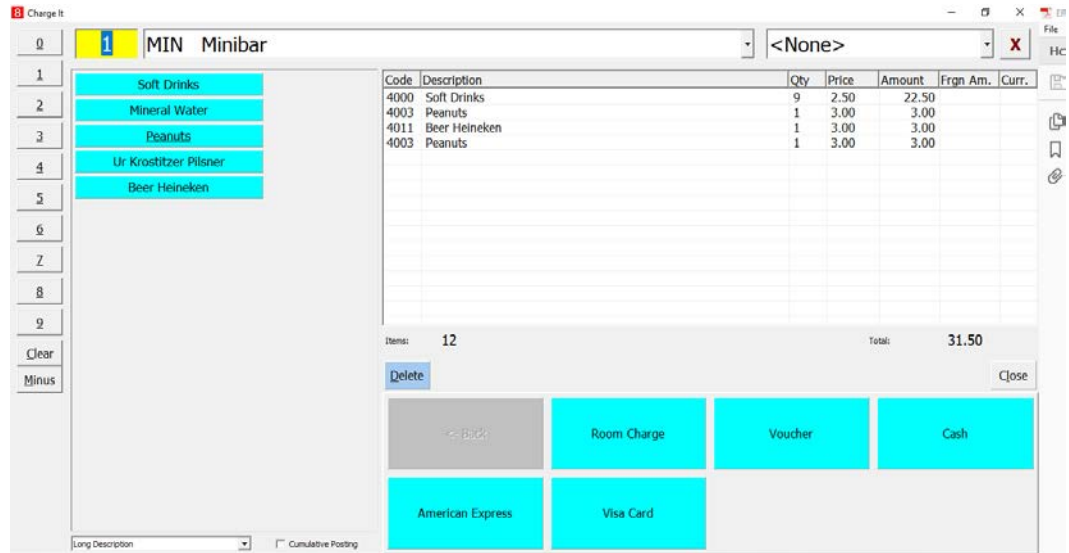
## Charge It – Charge to Room

### Pre Requisites:

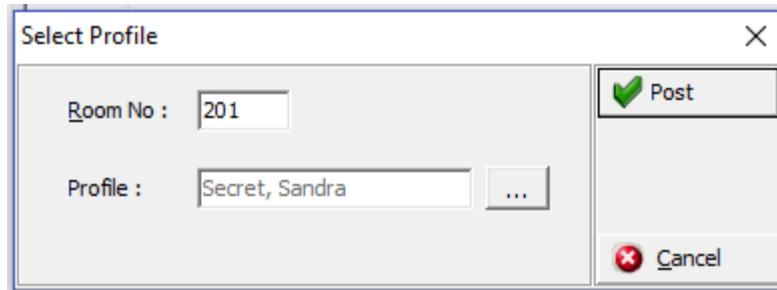
Global Setting - Charge It – Enable Direct Article Payment is active

### User Flow:

1. Go to **Cashiering > Charge It**
2. Enter **Cashier credentials**



3. Enter the quantity and choose articles to be posted.
4. Click **Room Charge**. User must be prompted to enter the Room Number or the Profile of a guest associated to a reservation. The user can additionally search for a room/guest to post the charges to by going to the Billing Guest search screen.



5. Enter a valid room no and click **OK**.
6. The articles are posted to the room of the guest and the transaction is completed. The user is back on the charge it screen for performing the next transaction.