

Oracle[®] Hospitality Suite8 Serviced Apartment Rental Billing



Release 8.14.0
F17635-01
March 2019



Oracle Hospitality Suite8 Serviced Apartment Rental Billing Release 8.14.0

F17635-01

Copyright © 2002, 2020 Oracle and/or its affiliates. All rights reserved.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

Contents	3
<hr/>	
Preface	4
<hr/>	
1 Serviced Apartment Rental Billing	1-1
<hr/>	
Introduction	1-1
Feature Availability	1-1
Prerequisites	1-1
2 Configuration	2-1
<hr/>	
License	2-1
Global Settings	2-1
Setup	2-3
3 Serviced Apartment Rental Billing	3-1
<hr/>	
Reservation Edit Screen	3-1
Cashiering	3-1
HTML	3-3
Reports	3-4

Preface

The Oracle Hospitality Suite8 Hotel Property Management System supports all areas of your hotel while focusing on the guest. Use Suite8 to manage reservations, housekeeping, banqueting, sales, and marketing activities for your hotel.

Audience

This document is intended for system administrators, support and users familiar with the Suite8 and Interface 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
- 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/>

Table 1 Revision History

Date	Description
January 2017	<ul style="list-style-type: none">• Initial Publication
November 2017	<ul style="list-style-type: none">• Update the title to be valid for 8.10.2 and higher versions
February 2018	<ul style="list-style-type: none">• Release 8.12.0.0
August 2018	<ul style="list-style-type: none">• Release 8.13.0.0
March 2019	<ul style="list-style-type: none">• Release 8.14.0.0

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

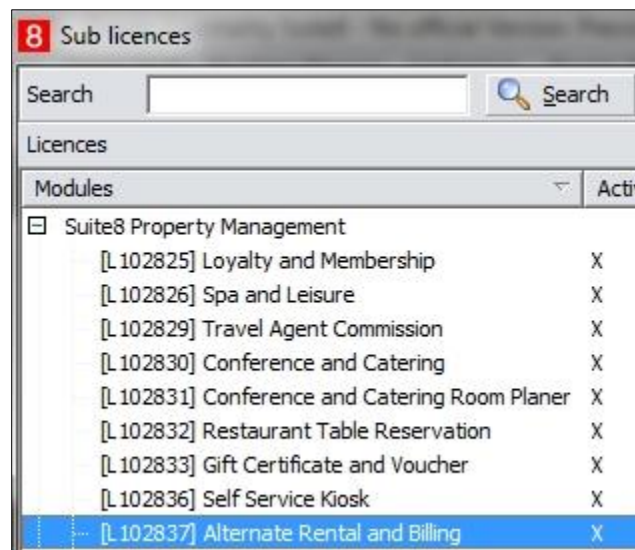
- Suite8 Version 8.10.2 or higher.
- Active sub license for Alternate Rental Methods.

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

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

Apartment Rental Billing

A/R Account type for individuals
Individual international

A/R Account type for companies
Company international

Payment department
City Ledger

Folio style
Folio Detailed

Daily Revenue Reversal Posting
Room Rental - Monthly Reversal

Package Reversal Posting
Packages - Monthly reversal

Apartment Rental Billing

A/R Account type
Serviced Apartment Rental

Payment department
City Ledger

Folio style
Folio Detailed

Daily Revenue Reversal Posting
Daily Revenue Reversal

2. Apartment Rental Billing: Activate the flag if this features should be used
3. A/R Account type: Define which A/R account should be used for Apartment Rental Billing
4. 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
5. Folio style: Select a default Folio Style to be used when creating the ARB invoice
6. 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.
7. 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

Rate code	Description
SARB	Serviced Apa
Foliotext	
Startsell	Endsell
05.03.2015	31.12.2020
Min length of stay	Max length of stay
0	999
Department code	
Weekend department code	
103 Daily Revenue	

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:

The screenshot shows a configuration window titled 'Billing Periods'. At the top, there is a checked checkbox labeled 'Billing Periods'. Below this, there are four rows of configuration options, each with a label and a dropdown menu:

- Length:** The dropdown menu is set to 'Monthly'.
- Start:** The dropdown menu is set to 'Check In Day'.
- Taxed Department code:** The dropdown menu is currently empty.
- Tax exempt Department code:** The dropdown menu is currently empty.

3. 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.
4. 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.
5. Start: Select Check In Day or Calendar. Calendar is the first day of the week, month or year depending on you defined periods.
6. Taxed Department code: Select the department code for all rental posting above annual valuation.
7. 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.

Department code for billing periods

210000 Breakfast - Monthly

Billing Periods

Length Monthly

Start Check In Day

Taxed Department code

Tax exempt Department code

Room 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).
2. The annual valuation amount entered can be the total amount for the defined date range or the daily value:

Government Evaluation

Room type

Room 100

From date 2/28/2017









To date 2/28/2020

Value 10.00 Percentage

Total value 10,960.00

OK Cancel

3. 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.

From date	<input type="text"/>		Search					
To date	<input type="text"/>		Full Search					
<input type="radio"/> Room type	<input type="text"/>		Clear					
<input checked="" type="radio"/> Room	<input type="text"/>		Last modified					
Code	Name	From	To	Value	Total Value	Last modified		New
100	Single Room	27.03.2015	26.03.2016	27,32	9999,12	27.03.2015 02:55:19		Edit
								Delete
								Options

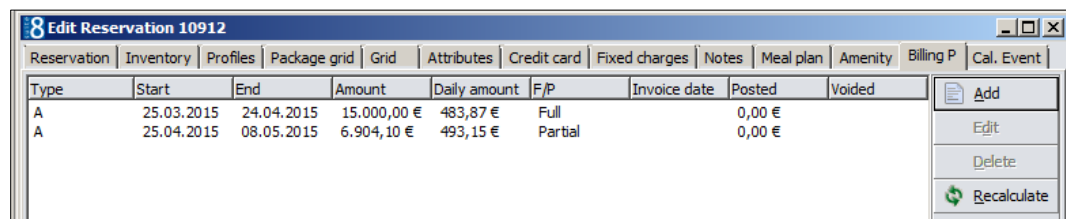
For rooms having a valuation defined, the invoiced rental fee below the valuation will be without tax. Once the valuation amount for this room is reached, the invoiced rental fee will be posted with tax, (see configuration of Billing Periods of rate code header).

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.



Type	Start	End	Amount	Daily amount	F/P	Invoice date	Posted	Voided
A	25.03.2015	24.04.2015	15.000,00 €	483,87 €	Full		0,00 €	
A	25.04.2015	08.05.2015	6.904,10 €	493,15 €	Partial		0,00 €	

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).

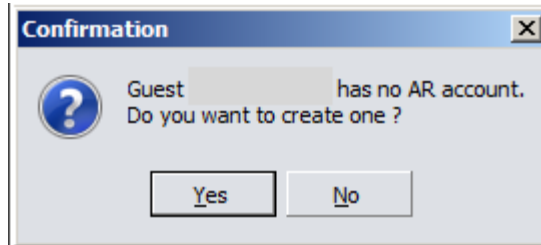
Cashiering

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.

Name, First	<input type="text"/>	<input checked="" type="checkbox"/> Definitive	<input checked="" type="checkbox"/> Tentative
Confirmation #	<input type="text"/>	<input checked="" type="checkbox"/> Offer	<input type="checkbox"/> Cancelled
From date	06.03.2015	<input checked="" type="checkbox"/> Posted	<input type="checkbox"/> Not posted
To date	02.03.2020	<input checked="" type="checkbox"/> Invoiced	<input type="checkbox"/> Not invoiced

Name	Conf. number	A / M	Start	End	F / P	Lease amt.	Daily amt.	Invoice Date
	10872	Auto	05.03.2015	04.04.2015	Full	10,000.00 €	322.58 €	05.03.2015
	10873	Manual	06.03.2015	05.04.2015	Full	12,000.00 €	387.10 €	
	10872	Auto	05.04.2015	04.05.2015	Full	10,000.00 €	333.33 €	
	10873	Auto	06.04.2015	05.05.2015	Full	10,000.00 €	333.33 €	
	10872	Auto	05.05.2015	14.05.2015	Partial	3,287.70 €	328.77 €	
	10873	Auto	06.05.2015	15.05.2015	Partial	3,287.70 €	328.77 €	

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



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

8 Post Billing Period

Log

AR account is created
 Posting billing period: yslpid=1046 yresid=10912 date=25.03.2015 - 24.04.2015 guest=[redacted]
 Invoice for billing period: yslpid=1046 yresid=10912 date=25.03.2015 - 24.04.2015 guest=[redacted]

Finished

Processed: 1/1 = 100% Elapsed time: 00:00:45 Processed: 1 / minute Remaining: Less than a minute

Save log Close

(2) [redacted] 0,00										
Contact:		Address: Address - ,								
Arr	Code	Department	Date	Posted in	Amount	Price	Quantity	User	Time	Remarks
	105	Apartment Rental - Tax	25.03.2015		15,000,00	15,000,00	1	s	27.03.2015...	
	903	City Ledger	25.03.2015		-15,000,00	-15,000,00	1	s	27.03.2015...	

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

Type	Start	End	Amount	Daily amount	F/P	Invoice date
A	05.03.2015	04.04.2015	10,000.00 €	322.58 €	Full	05.03.2015
A	05.04.2015	04.05.2015	10,000.00 €	333.33 €	Full	
A	05.05.2015	14.05.2015	3,287.70 €	328.77 €	Partial	

- 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

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

Name	Conf. number	Auto / Manual	Start	End	Full / Partial	Lease amount	Daily amount	Invoice Date
	10951	Auto	15.09.2015	04.10.2015	Partial	9.863,00 €	493,15 €	16.08.2015
	11122	Auto	22.01.2016	21.02.2016	Full	15.000,00 €	483,87 €	29.11.2015
	11122	Auto	22.02.2016	21.03.2016	Full	15.000,00 €	517,24 €	25.02.2016
	11145	Auto	25.02.2016	24.03.2016	Full	15.000,00 €	517,24 €	25.02.2016
	11122	Auto	22.03.2016	21.04.2016	Full	15.000,00 €	483,87 €	

Billing period	
Name	
Reservation No.	11145
Arrival/Departure	25.02.2016 - 10.04.2016
Room type	Double Room
Room No.	506
Billing period	25.02.2016 - 24.03.2016
All billing periods within reservation	
A/M	Auto
F/P	Full
Lease Amount	15000 €
Daily Amount	517.24 €
Invoice Date	25.02.2016
Invoice No.	300000000000114

Billing periods for the reservation of:							
Type	Start	End	Amount	Daily Amount	F/P	Invoice Date	Posted Voided
A	25.02.2016	24.03.2016	15000.00 €	517.24 €	Full	25.02.2016	517.24 € (434.66 €)
A	25.03.2016	09.04.2016	8000.00 €	500.00 €	Partial		0.00 € (0.00 €)

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

Demo Version

Printed on 19/05/2016 -

Serviced Apartment rental billing - unearned revenue for 5/19/2016

Date	Guest Name	Room No.	Amount	Remarks
5/19/2016		608	-8,000.00	Period Of 19/05/2016 - 18/06/2016
Total for guest			-8000.00	
Total			-8000.00	

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

Demo Version

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

SARB - Unearned Revenue, detailed Aging

				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	